LOCAL GOVERNMENT INFLUENZA PANDEMIC PLANNING

Over the past few months, there has been a great deal of discussion and concern about the potential for an influenza pandemic. The reason for this concern has been the spread of the so-called bird flu in poultry and wild migratory fowl to many parts of the globe, especially Asia. Also of great concern has been the small but growing number of human cases of avian influenza in Asia with a fatality rate exceeding 50 percent of those known to have contracted the disease. As of December 23, 2005, there have been 141 human cases identified with 73 deaths. All of these cases have occurred in Asian countries. While almost all of these human cases have been linked to contact with ill domestic poultry, there is concern that possible human-to-human transmission of the virus may have occurred in close family contacts.

What is an influenza pandemic?

A pandemic is defined as a worldwide spread of a disease or disease-causing agent that is new to the human population and for which we have little or no natural immunity. With regard to influenza, this is known as a novel influenza virus strain. In recent history, there have been three influenza pandemics: the 1918 “Spanish Flu,” and the pandemics in 1957 and 1968. While the 1957 and 1968 pandemics were relatively minor, the Spanish Flu killed

(Continued on Page Five)

REVISED SELECTBOARD HANDBOOK PUBLISHED

The VLCT Municipal Assistance Center recently completed revisions to its Handbook for Vermont Selectboards. The revisions include rewrites of Chapters 1-4 and updates to the remaining chapters.

The 238-page Handbook is designed to cover the wide range of responsibilities that accompany the office of selectperson. With chapters on legal research, conflicts of interest, animals, board and town meetings, town officials/employees, and many others, the Handbook is a comprehensive resource for Vermont selectboard members, and other Vermont local government officials.

To obtain a copy, please visit the VLCT on-line Bookstore at http://www.vlct.org/bookstore/store/index.cfm or contact VLCT at 800/649-7915 or info@vlct.org.

(Continued on Page Twelve)
NEW JOHNSON VILLAGE FIRE STATION

The new Johnson Fire Station is finished! It has been a long haul for the Johnson Village Fire Department since a February 8, 2004 fire destroyed its old station. But with a lot of support from the Johnson community, and from VLCT PACIF, which insured the old station, the Department recently moved into its new station (pictured above on a snowy, early spring day).

To celebrate, the Department will hold a traditional “Wet Down” ceremony at the new station on May 20 at noon. An open house will follow, complete with hot dogs for lunch and tours of the facility. The Fire Department extends an invitation to the day’s festivities to its friends and supporters as a way of saying thank you.

Congratulations, Johnson!
Put our experience to work for you.

At TD Banknorth, our Government Banking division offers a full range of deposit, cash management, investment, and lending, leasing and financial advisory services, along with an unparalleled knowledge of local, state and county governments. Our Relationship Managers have direct experience in governmental affairs and banking. This knowledge, combined with local decision making and the power to personally deliver virtually any banking request you may have, produces results for the citizens and taxpayers you serve. We invite you to call today to schedule an appointment.

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Superior Court Upholds Right to Decline Advisory Town Meeting Article

Every year around Town Meeting, selectboards, city councils, and village trustees grapple with how to handle advisory articles received via petition. VLCT has long advised that local legislative bodies have discretion over whether to include advisory articles on the warning (or not). This line of thinking recently survived its latest challenge in Superior Court. For now, selectboards will continue to have discretion over whether to include advisory and non-binding articles on the Town Meeting warning.

In the case, Agnes Clift, et al. v. City of South Burlington, petitioners brought suit against the City of South Burlington for refusing to add the following article in its warning for the 2005 annual meeting:

Shall the City of South Burlington, on behalf of concerned citizens, advise the City Council to ask our state legislators, in writing, to enact legislation that will protect young girls by requiring clinics to notify at least one parent prior to providing a surgical or chemical abortion to their minor daughter, with special provisions to protect the girls in abusive situations?

In accordance with State law, the petition presented was signed by at least five percent of the voters of the City and filed at least 40 days before the annual town meeting. The South Burlington City Council chose not to include it in the warning.

The plaintiffs filed a complaint and motion for summary judgment in Chittenden County Superior Court arguing that the defendant City was required to include the requested article in the warning. In granting the City’s cross-motion for summary judgment, the Court reasoned that, while the petition complied with the procedural requirements of the law and despite Vermont’s tradition and public policy towards encouraging active citizen participation and providing voters with the means to have their say on public issues, the City was not obligated to include the requested article in the warning. In granting the City’s cross-motion for summary judgment, the Court relied upon the rulings and principles expressed by the Vermont Supreme Court in a litany of cases (Royalton Taxpayers Protective Association v. Wassmandsdorf, 128 Vt. 153 (1969); Whiteman v. Brown, et al., 128 Vt. 384 (1970); Brewster v. City of Rutland, 128 Vt. 437 (1970); Kirchner v. Giebink, 150 Vt. 172 (1988)) that support the “exercise of discretion by the City in deciding whether to include the requested article in the annual meeting because the article related to a matter outside the normal scope of city business over which City voters or City government have legal authority.”

This ruling was well received by VLCT, which has consistently advised our members that they are under no obligation to warn an article for an annual or special meeting for a “useless, frivolous, or unlawful purpose” or that is not “within the province of the town meeting to grant or refuse through its vote.” Royalton Taxpayers v. Wassmandsdorf, 128 Vt. 153 (1969). We anticipate that this case will be appealed to the Vermont Supreme Court and will keep you apprised of any further developments.

- Garrett Baxter, Senior Associate, VLCT Municipal Assistance Center
In the case of avian influenza, or bird flu, the concern is that the current virus affecting birds is one that most humans have no immunity against, and that it may mutate or change in a way that will allow the virus to be easily transmitted from human to human. If such an event were to occur, millions of people across the globe could become ill and many could die, depending on the severity of the novel virus strain, and the absence of an effective vaccine and sufficient doses of effective antiviral drugs. Because an effective vaccine cannot be produced until the particular virus strain is known, adequate supplies of a vaccine may not be available for four to six months into a pandemic. Sufficient antiviral drugs may also not be available due to manufacturing limitations, and there is some concern that the circulating virus may develop resistance to these drugs. For these reasons, it is imperative for local governments to plan now for what many agree - based on history - is an inevitable epidemic.

What can cities and towns do now to plan for a possible pandemic?

Considering this scenario, cities and towns should plan for the potential economic, social and infrastructure disruption that could result. Most towns and small cities lack a public health infrastructure at the regional or county level to coordinate influenza pandemic planning. Furthermore, the state’s flu pandemic planning can only be effective with the cooperation and assistance from local communities. Since, during a pandemic, each community will be facing the same problems, reliance on outside assistance may be a luxury not available to towns as with many other natural disasters. The following provides a basic overview to help communities begin the planning process.

Step 1 – Define clear roles and responsibilities.

The first step for a community is to identify clear roles and responsibilities among local officials, including the health officer, selectperson, fire chief, police chief, town administrator, school superintendent, highway supervisor, water and sewage plant operators, among others. Establish an incident command structure within the community to assure good communication and clear lines of authority. Everyone should know what their role is and whom they report to. One individual should be identified as the spokesperson for the jurisdiction.

Step 2 – Establish collaborations and formal mutual aid agreements.

It is essential that community resources vital to addressing a public health emergency be identified and brought into the planning process early. These may include the local home health agency, visiting nurse association, hospital, clinic, ambulance service, nursing homes, mental health providers and mortuary services. A local advisory committee consisting of these partners and key local government officials should be established and meet regularly during the planning process.

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

**ASK THE LEAGUE**

** LIQUOR LICENSE CONFLICT; KENNEL VS. BREEDER’S PERMIT; EMPLOYEE BACKGROUND CHECKS **

Is it possible to serve on the selectboard and hold a local liquor license?

Yes. Though there would appear to be a conflict of interest in serving both as a local liquor control commissioner and holding a local license, state law was amended in 1991 to allow selectboard members to hold a local liquor license. 7 V.S.A. § 223(a). Under prior law, no license of any class was to be granted to a “member of a local control board.” However, in Act 66 of 1991, the Legislature deleted the prohibition and replaced it with a requirement that a selectboard member who holds a first or second class license “shall not participate in any control board action regarding any first or second class license.” The statute goes on to require that if a majority of the board is unable to participate in a control board action, that action “shall be referred to the state liquor control board.” 7 V.S.A. § 223(a)

- Dominic Cloud, Director, Municipal Assistance Center

What is the difference between a kennel permit and a breeder’s permit when licensing dogs?

Kennel permits are mandatory for owners of two or more domestic pets or wolf hybrids that are at least four months of age, and kept for sale or breeding purposes. Kennel permits must be purchased in addition to other permits and licensing requirements and must be renewed annually. 20 V.S.A. § 3681.

The so-called “breeder’s permit” is discretionary and may be purchased by owners or keepers of domestic pets kept for breeding purposes. The breeder’s permit does not excuse the pet owner from purchasing the kennel permit; it does, however, allow the owner to register the animals for $30.00 for the first ten animals plus $3.00 for each additional animal registered. Breeders who register their animals under the breeder’s permit are excused from registering each animal individually at a cost of $4.00/neutered and $8.00/un-neutered.

- Dominic Cloud, Director, Municipal Assistance Center

Should we be doing background checks on our seasonal employees?

Background checks are an increasingly common part of the hiring process. The difficulty is determining how much and who to check. Generally speaking, the level of background checking should be proportionate to the level of risk. For seasonal volunteers and temporary employees, a good first step is to begin participating in the Vulnerable Populations Program sponsored by the Vermont Crime Information Center (VCIC). VCIC is part of the Department of Public Safety and allows qualified entities, such as municipalities, to request record checks on employees or volunteers that provide care to vulnerable populations (children, the elderly, or individuals with disabilities). Record checks may only be requested after an offer conditioned upon a successful record check has been made, and may only be requested on applicants and not current employees or volunteers.

VLCT encourages municipalities to consider utilizing VCIC’s Vulnerable Populations Program. Additional information is available at www.dps.state.vt.us/cjs/vcic.

- Dominic Cloud, Director, Municipal Assistance Center

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**VERMONT STATE INFRASTRUCTURE BANK (SIB) LOAN FUNDS ARE AVAILABLE**

The Vermont State Infrastructure Bank (SIB) is a low-interest loan program operated by the Vermont Economic Development Authority (VEDA) and the Vermont Agency of Transportation (VTrans).

**ELIGIBLE BORROWERS** include:

- Municipalities;
- Regional Development Corporations; and
- Certain Private Sector Companies.

**ELIGIBLE PROJECTS** must be transportation-related and enhance economic opportunity and help create jobs, such as:

- Road Construction or Reconstruction;
- Certain Facilities Related to Rail Transit; and
- Bridges and Intermodal Facilities.

Funds are also available to help eligible groups and individuals purchase 7-15 passenger commuter vans.

To learn more, contact VEDA. 802.828.5627. www.veda.org.

- Dominic Cloud, Director, Municipal Assistance Center
Identify the gaps that exist in your local emergency response structure and begin to communicate with surrounding towns or city governments to explore mutual aid agreements and sharing of resources. Individual small towns may not be able to address all of the issues and needs alone, so now is the time to collaborate with surrounding communities and the private sector to jointly develop regional plans. For years, local police and fire departments have established mutual aid agreements to assist in large emergencies. These same types of agreements should be considered with regard to providing necessary public health support during a large public health emergency. This is especially important during a pandemic when the state’s limited resources may not be available to assist every local community.

**Step 3 – Identify vital community services.**

Each community must identify critical services that must be maintained during a pandemic, assuming that 30 percent of the town workforce may be absent from work at any given time. This level of absenteeism could extend for weeks or months depending on the nature of the pandemic. Local governments must assess if sufficient numbers of employees are trained to maintain critical infrastructure operations such as police and fire dispatch, water and sewer plant operations, snow plowing, and communications. If not, consider training additional staff to create redundancy with regard to these critical tasks. Sharing of resources with surrounding communities through mutual aid agreements may also provide some redundancy in critical areas.

**Step 4 – Plan for mass immunization and/or mass medication distribution clinics.**

Since, in all likelihood, a vaccine will not be available in sufficient quantities during the early phases of a pandemic, certain priority groups will be identified to receive vaccination initially. Once adequate supplies of vaccine become available, large community vaccination clinics may be necessary. Local communities should identify a location where a mass vaccination clinic could be held. It should have adequate parking and interior space. A school, church, community center or private club may be available for such an event. In addition, adequate medical and non-medical volunteers would be required to staff such a clinic. The planning process should include outreach to the community to identify residents with medical training that could be available to assist. A list of needed supplies and equipment should be developed, along with a floor plan for the operation of the clinic. Security for the vaccine and the clinic must be provided. The community should identify residents with special needs, such as those who are home-bound, and those with language or

*(Continued on Page Nine)*
After a year of work, the Vermont Council on Planning recently released *Vermont By Design*, a report that summarizes the challenges facing municipal, regional, and state agency planning and makes recommendations for their improvement.

The Vermont Council on Planning was convened and facilitated by the Vermont Council on Rural Development (VCRD) in late 2004. It included a group of high-profile Vermonters: agency secretaries, legislators, local officials, private sector business leaders, and the executive directors of the Vermont Natural Resources Council, Vermont Forum on Sprawl and Vermont League of Cities and Towns (our own Steven Jeffrey).

The report is a white paper on how planning could be approached in Vermont in order to:

- improve communication and coordination;
- clarify the roles of each level of government to support development of growth center legislation; and
- assure training is available to those who make land use decisions at the local and regional levels.

At the same time that the Vermont Council on Planning was examining these issues, two, somewhat concurrent efforts were in process. The “Snelling Group,” formally known as the Governor’s Committee on Downtowns and Growth Centers, was appointed by Governor Douglas and chaired by Mark Snelling. It worked over the last two years to develop recommendations for growth centers legislation. A legislative summer study committee also met during the summer of 2005 to address similar issues.

*Vermont By Design* expresses a vision for municipal, regional and state levels of government. For instance, the municipal planning vision reads:

> **Local planning commissions build visions for their communities, based on a diversity of public participation and develop effective plans that clearly define municipal interests and priorities. Municipal plans guide economic development, land use, transportation, housing, community facilities, and natural resources to produce an optimal environment for Vermonters to live, work and play.**

The report reviews the history of planning in Vermont (including a discussion about where planning decisions should reside—a debate that has been heated for decades). It also reviews the current status of planning and zoning in Vermont. Challenges facing planning efforts are outlined in a separate section. Foremost among those is inadequate funding, no surprise to any local official. Another challenge cited is the lack of coordination among levels of government and even within governments between various elements (e.g., economic development and planning).

What then are the Council’s recommendations for improving planning and land use decision-making? They are divided into four categories: Governance, Authority and Leadership; Coordination and Collaboration; Education and Training; and Issues of Growth and Scale. Recommendations include establishing clear jurisdictional lines of authority for planning, including that no permit should be inconsistent with the municipal plan. The first recommendation of the Growth and Scale section is to adopt growth center legislation. (Though the legislative session is winding down, please watch the VLCT Weekly Legislative Report for updates on this issue.)

*Vermont By Design* offers an historical perspective on planning in Vermont as well as a direction for improving the mechanics of planning in the future. It provides a thoughtful perspective on some intractable issues surrounding land use decisions today.

To obtain a copy of the report, telephone the Vermont Council on Rural Development at 802/828-6024, or download it from their Web site, www.sover.net/~vcrd.

- Karen Horn, VLCT Director of Public Policy and Advocacy

**TRIVIA**

Congratulations this month to **Jackie LeBlanc**, Grafton Town Administrator, who correctly, and quickly, answered our April Trivia question. She knew that the *Vermont Gazette* or *Green Mountain Post Boy* was printed in 1781 in Westminster. Judah Padock Spooner and Timothy Green were the publishers.

Here is a new question for May:

What is the oldest Vermont village government in continuous existence?

Contact us with your answer: VLCT, 89 Main Street, Suite 4, Montpelier, VT 05602, tel. 800/649-7915, fax, 802/229-2211, e-mail, kroe@vlct.org.
other communication needs, and develop a plan to deliver vaccine to them. Communities should look at available transportation resources such as school buses, community organization buses, or other vehicles to assist in the effort.

Step 5 – Plan for community disease control and prevention measures.
Another aspect of a pandemic, especially in the early phases, may involve the implementation of isolation and quarantine measures by the state to limit disease spread. Isolation is the separation of an ill person from the general population for as long as he or she is contagious, whereas quarantine is the separation of individuals exposed to the disease who are not yet ill. In most cases, these measures will be voluntary, but in situations where an individual refuses to cooperate, the state or town may issue a legal order of isolation or quarantine. Police officers should receive training on disease transmission and how to properly fit and use protective equipment. A system to follow up on individuals who are isolated or quarantined in their homes must also be developed. Since they will be restricted to their home for a number of days, there must be a system of delivering needed supplies, food and other essentials to them during this period of confinement. During an influenza pandemic, a state of emergency may be declared. Under such an emergency, the state or town may issue orders to limit public gatherings, close schools and take other measures to increase social distancing to limit the spread of disease. Local officials will play important roles in enforcing such restrictions.

Step 6 – Review work policies and practices.
Individual towns should begin now to review work policies. It may be necessary to establish or expand policies and tools that enable some employees to work from home to limit exposure to disease. Review sick leave policies to assure ill workers can take time off with pay. If possible, take action now to expand the services that your citizens can access by phone, mail and through the Internet, such as tax payments, auto registration and other services. This will decrease the number of people your staff will be exposed to during a pandemic.

CONCLUSION
An influenza pandemic has the potential to cause severe hardship and disruption of life as we know it for months. While to some degree we are at the mercy of the microbes, there still is a great deal we can do now to limit the impact. Providing for the health and safety of the people is first and foremost a responsibility of government. The leadership for this effort must come from our elected and appointed officials. The people will look to state and local officials for assistance, and they will rightfully hold us accountable for our success or failure.

- By Richard DiPentima, New Hampshire Disease Epidemic Control Committee

(Reprinted with permission from the February 2006 issue of the New Hampshire Town and City Magazine, the monthly publication of the New Hampshire Local Government Center. Richard DiPentima served as Deputy Director of Public Health for the City of Manchester, New Hampshire from 1998 to January 2006. He is a member of the New Hampshire Disease Epidemic Control Committee.)

ADDITIONAL RESOURCES

VERMONT DEPARTMENT OF HEALTH
The Vermont Department of Health’s Web site has a pandemic flu page, http://healthvermont.gov/prevent/flu/panflu/panflu.aspx, that provides information on health care providers, avian influenza, a surveillance section that charts influenza activity levels, a section on how to prepare for a pandemic, and other relevant information.

U.S. CENTERS FOR DISEASE CONTROL AND PREVENTION
The Centers for Disease Control and Prevention (CDC) Web site, www.cdc.gov, provides information on avian flu and other topics of national health concern. The CDC’s State and Local Government Influenza Planning Checklist (released in December 2005), as well as the new official federal Web site for pandemic flu, www.pandemicflu.gov, can also be accessed through the CDC Web site.
Welcome

The Town of Morgan has joined the VLCT Health Trust, bringing Health Trust membership up to 297.

Safety & Health Promotion Lending Library

The VLCT Group Services Safety and Health Promotion Program has developed an extensive lending library of materials to help members of VLCT PACIF and the VLCT Health Trust achieve their personal safety and wellness goals. Presently, materials include books, videos, and audiotapes on a variety of health and safety topics.

A current listing of materials can be found at http://groupservices.vlct.org/, under the Safety & Health Promotion Library link. Members may borrow materials for up to two weeks - just fill out the online form and we will mail your choice(s) with a postage-paid return mailer. What could be easier?

If you have any questions, please contact Shawna McNamara, Administrative Assistant, Health and Safety Promotion at smcnamara@vlct.org or 800/649-7915.

Here is a sample of one of the books available:

Title: Safety Tips that can Save Your Butt
Author: Martin Lesperance
Brief description: This is a quick and easy-to-read guide to better safety. Author Martin Lesperance shares some very humorous and also serious stories from his 20-year personal experience as a firefighter and paramedic. This book includes basic safety tips and the effects that accidents and injuries can have on your life.

Village of Essex Junction
Town of Fairfax
Town of Fairlee
Town of Georgia
Town and Village of Lyndon
Town of Manchester
Marble Valley Regional Transit District
Town of Mendon
Town of Middlebury
Town of Milton
City of Montpelier
Town of Northfield
Town of Norwich
Town of Richmond
Town of Shelburne
Town of Stowe
City of St. Albans

Town of St. Johnsbury
City of Vergennes
Vermont League of Cities and Towns
Town of Veshire
Town of Williston
Town of Wilmington
Town of Woodstock

There’s still time to participate in the Leader Program to help control health care costs. Please send a letter of intent and benchmark to Heidi Joyce, Senior Health Promotion Consultant, hjoyce@vlct.org. For more information on how you can participate in the Leader, contact VLCT at 800/649-7915.

- Heidi Joyce, VLCT Senior Health Promotion Consultant
TAKE PRECAUTIONS WITH ABRASIVE WHEEL GRINDERS

Keep in mind that while abrasive wheel grinders have flat surfaces, they are essentially cutting tools. Depending on the operation and the equipment, the wheels can revolve at an incredible 10,000 surface feet per minute — occasionally even faster. You don’t want to make contact with something going at that speed!

When you operate an abrasive wheel grinder:

- Check that the wheel type and size are right for the job and that the wheel is securely mounted on the machine.
- Make sure that a fixed grinder is securely mounted to the bench and that a portable grinder is steady.
- Do not exceed the operating speed marked on the wheel, blotter, or container.
- Use required personal protective equipment (eye protection, gloves, dust mask, and noise protection).
- Be sure the guard aligns with the wheel and covers the spindle end, nut, and flange projections.
- Mount the wheel or brush, replace the guard, and run machine for a minute with no load as a safety check.
- Allow grinders to reach full speed each time before they contact the work-piece.
- Maintain balance and firm control of tools while grinding. Don’t overreach.
- Don’t move or jiggle the work rest while the grinder is operating. Make adjustments with the power off, then clamp the rest securely.

For more information about the safety and wellness resources available from the VLCT Safety and Health Promotion Program, please contact Pauline Singley at psingley@vlct.org or Shawna McNamara at smcnamara@vlct.org, or call 800/649-7915.
$15 million today. The Health Trust saw similar growth, with its premiums rising from $20 million five years ago to over $37 million today. David joined the VLCT staff in 1988, and, as a Vermont local official, served on the VLCT committee that created VLCT PACIF 20 years ago.

Brian FitzPatrick, CSP, now Acting Group Services Director, previously served VLCT as Group Services Chief Operating Officer and as Manager of its Safety and Health Promotion Department. He came to VLCT from the Maine Municipal Association in 2001 and plans to retire sometime in 2007. His experience includes ten years as a branch office general manager for a large commercial insurance company. Brian will continue his role of overseeing the management and operations of all Group Services divisions. VLCT has already begun a nationwide search for a new Group Services Director.

In addition to welcoming existing staff to new positions with VLCT Group Services, April also saw the addition of three new Group Services staff members.

Pauline Singley, Manager, Safety and Health Promotion, came to VLCT from the Standard Register Company in Middlebury, where she had served as Safety Manager and Human Resources Manager for seven years. Prior to that, she was the Human Resources Administrator for Middlebury’s Co-operative Insurance Companies. She is the current chair of the Vermont Safety Council and represents Vermont on the Northern New England Safety and Health Council Board of Directors. Many VLCT staff and members remember Pauline from her earlier position as Business Manager/Personnel Director for the Town of Middlebury. While she worked for the Town, Pauline served on the Board of Directors of the VLCT Health Trust – VLCT is glad to welcome her back “into the fold.”

Pauline received her Master’s of Science in Administration from St. Michael’s College in Winneoski, and Bachelor’s of Arts in Business Management from Johnson State College in Johnson. Pauline is in the process of relocating with her husband from Middlebury to the Montpelier area. In her free time, she likes to explore the state’s many lakes, streams, and ponds by boat, and keep up with her two grown children.

Larry Smith, Manager, Member Relations, moved “down the hill” to VLCT from Blue Cross Blue Shield’s Berlin headquarters. He worked for Blue Cross Blue Shield for 16 years, most recently as Director of Customer Service. As the VLCT Health Trust contracts with Blue Cross Blue Shield of Vermont to provide health insurance programs to its members, Larry already has a head start on learning about a large portion of Group Services’ programs. Larry has been a member of the U.S. Army National Guard since 1986, and recently returned from a year of service in Kuwait.

Larry received an Associates Degree in Law Enforcement from Champlain College in Burlington. He lives in Plainfield with his family.

Cindy Roy, Administrative Assistant, Claims, joined VLCT after working in both the granite and insurance industries in Barre and Montpelier. Cindy is a graduate of Spaulding High School in Barre, and received a Stone Trades certificate from the Barre Vocational Center. Cindy lives with her family in Barre.

Cindy filled the position left vacant when Sonia Rivera accepted the newly-created Administrative Services Assistant position with VLCT’s Administrative Services Department. Sonia will work with Conference Coordinator

Jessica Hill and Human Resources Administrator Jill Muhr to accommodate VLCT’s growth in these areas.

Congratulations to all new and existing staff!

- Katherine Roe, VLCT Communications Coordinator

- VLCT News - May 2006
EXCEL TIP: USING DATA VALIDATION TO LIMIT ENTRY CHOICES

Here’s an Excel tip that will help maintain the integrity of your data and make data entry much more user-friendly. Data validation is a tool that lets you create a list for the user to choose from when entering data into a cell. By limiting and preloading choices, you are able to steer data entry staff in the right direction(s) and, therefore, limit the possibilities for mistakes.

An example would be a table that keeps track of your employees’ personnel information from the time they were hired. This table will allow you to sort the data any way you’d like: by department, by gender, or by budget year, for example. Data entry with no validation leaves room for error. You might spell something incorrectly or enter fiscal years differently (FY05 versus 2004-2005 or FY2005).

(Continued on Page Sixteen)
Finance Director. Rockingham Town and Bellows Falls Village, Vt. (www.rockbf.org) seek an experienced Finance Director for a dynamic municipal office. Located in the scenic Connecticut River Valley, the town and village are full service municipalities serving 5,300 residents with combined budgets of $8.36 million. The Finance Director works closely with the municipal manager and is responsible for all fiscal operations, including accounting, forecasting, and reporting, presentation of financial documents, training and staff supervision, assisting manager with annual budget preparation, and establishing and maintaining financial control and accountability measures. Requirements: bachelor's degree in relevant field, working knowledge of accounting and GASB/GASB standards, and strong communication skills. Master's degree or CPA a plus. For a complete job description, go to http://www.vclt.org/classifieds.cfm. Applications accepted until the position is filled. E.O.E. (4-13)

Planning & Zoning Administrator. The City of Barre, Vt. (pop. 9,122), an urban municipality in central Vermont with an active interest in planning, responsible growth to protect historic settlement patterns, and quality of life, is seeking an enthusiastic Planning and Zoning Administrator. The successful candidate should have a background in planning and zoning, as well as knowledge of land use concepts, zoning issues, grant writing and administration, and webmastering. Knowledge of IT a plus. Salary and benefits commensurate with qualifications and experience. Applications accepted until the position is filled, with interviews beginning the week of April 24. Send resume, informative cover letter, and three references to Robin M. Bennett, City Manager, City of Barre, 6 North Main Street, Suite 2, Barre, VT 05641. Mark envelope “Application – Zoning Administrator.” Or e-mail citymgr@barrecity.org. For a more detailed job description, please call 802/476-0240. E.O.E. (4-12)

Water/Wastewater Operator. The Town of Hinesburg, Vt. has a vacancy for a Water/Wastewater Operator. Duties include operating the plants and effecting repairs to the distribution and collection systems. Successful candidate must possess ability to learn every aspect of water/wastewater operations on the job in a fast paced environment. General knowledge of water/wastewater operations preferred but will train the right applicant. Required for employment: A high school diploma or GED, valid Vermont driver’s license, and Class 3 water and grade 2 wastewater certification within 2 years of hire. Hinesburg offers a competitive salary and excellent benefit package. Benefits include: paid vacation and holidays, medical, dental, and disability insurance, retirement plan. For complete job description and application contact: Jeanne Kundell Wilson, Hinesburg Town Administrator, P.O. Box 133, Hinesburg, VT 05461; tel., 802/482-2096; fax, 802/482-5404; e-mail, hinesburgtown@gmavt.net. (4-11)
Applicant must have served as Chief Officer or Deputy Chief Officer for a comparable department. Must have or once had valid certifications in firefighting and EMS. Building code certifications a plus. Must have or be able to obtain a valid State of Vermont driver’s license. The City of Montpelier offers a comprehensive benefit package. Compensation is negotiable depending on qualifications and experience, current budgeted annual salary is $68,200. Letters of interest, resume and list of references should be received by the City Manager’s Office, 39 Main Street, Montpelier, VT 05602 on or before Monday, May 22, 2006.

Highway Department Employee. The Town of Moretown, VT offers a full-time, year round position on the highway road crew. Plow town highways in winter months, operate loader/grader and general “hands on” highway work. Requires a valid Vermont Commercial Drivers License (CDL). Excellent benefit package. Wages comparative with experience. Applications available at Town Office. Apply with Town of Moretown Selectboard, P.O. Box 666, Moretown, VT 05660. The Town of Moretown is an equal opportunity employer.

Town Manager. The Town of Gray, Maine is seeking qualified candidates for the position of Town Manager. Gray is a growing full-service community with a population of 7,000 and a Town Council/Manager/Town meeting form of government. Gray has a municipal budget of $5.0 million and 30 full-time municipal employees. The Council is seeking an individual with strong budget and financial management skills, experience in personnel management, knowledge of public works and capital improvement issues, and demonstrated experience in planning and economic development issues. Candidates should also possess excellent written and oral communication skills, and demonstrated team building and leadership ability. Municipal management experience is preferred, but candidates with comparable work experience are encouraged to apply. Salary negotiable, based on experience and training. Resume, cover letter and salary history must be received by Wednesday, May 3, 2006 at 5:00 p.m. Submit correspondence by e-mail to HumanResource@memun.org, by fax to 207/626-5947, or by US mail to: Director of Personnel Services, Maine Municipal Association, 60 Community Drive, Augusta, ME 04330. Gray is an equal opportunity employer. (4-5)

Summer Camp Counselors. The Town of Stowe, Vt. is now hiring counselors for the administration and activity coordination of the summer camp run by the Recreation Department for Stowe area youth ages 4-16. We are looking for enthusiastic, positive, responsible, self-motivated people who are excellent leaders and role models. To obtain a copy of the position description, go to our Web site, www.townofstowevt.org. For more information or to get an application, please contact Tori Faye, Recreation Director, at 802/253-6138 or tfaye.recdirector@townofstowevt.org. (4-5)
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TECK CHECK -
(Continued from Page Thirteen)

When you try to sort, these errors create problems getting accurate sub-totals. To solve this problem, we limit entry choices using the data validation tool.

To add data validation to an entry cell in your spreadsheet, you must first create the list you would like the user to choose from. Let’s assume we want to have a list of departments. Making it simple, we’ll create four departments in another worksheet of your personnel workbook, calling the worksheet “Dept List” as shown on Page Thirteen.

We need to establish this list as a range and name it. Highlight cells A1 to A5, then click on Insert, Name and Define in the Main Menu. Enter “Departments” as the name of the range, click Add, and then click OK.

Next we click into the worksheet titled “Personnel Data” that contains a few employees with various fields of information. We want to click into the department cell in row C2 to create our entry validation. Click on Data, then Validation in the Main Menu. In the Settings tab, click on the dropdown in the “Allow:” entry box and choose “List.” In the “Source:” entry box, type “=Departments” (the named range for your department list). Click OK.

You now have a dropdown list in cell C2 that the user can scroll through and choose from. Copy this cell to the rest of the rows in that column and you’re good to go!

- Michael Gilbar, VLCT Chief Financial Officer
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appraisal support to city administration. Requirements: Bachelor’s Degree in business administration, real estate, economics or related field, with eight to ten years experience in a supervisory role in assessing or appraising. At least five years should be directly related to assessing. Candidate must be certified New Hampshire assessor or acquire certification within a reasonable time. Also required are strong communication and writing skills as well as hands-on knowledge and experience working with CAMA systems and GIS. Salary range, $54,497 to $76, 212 commensurate with experience. Competitive benefits package. Please send cover letter and resume to Mitzi R. Baron, HR Division, City of Lebanon, 51 North Park Street, Lebanon, NH 03766. For a complete position description, go to www.lebcity.com (Employment Opportunities or city hall). Position open until suitable applicants are chosen. Equal Employment Opportunity M/F/H. (3-29)

Police Officer. The Town of Windsor, Vt. is currently seeking experienced applicants to join a progressive community service department. Excellent employee benefit program: retirement, 25+ leave days, employee health/dental/life. Competitive pay (starting base pay $36-$40k), in-service training, night differential, overtime. Please send a resume, cover letter and professional references to: Chief of Police, Windsor Town Hall, P.O. Box 47, Windsor VT 05089, or e-mail to DBrown@dps.state.vt.us. The Town of Windsor is an E.O.E. (3-23)

Director of Planning. Search re-opened. The Town of Skowhegan, Maine is soliciting for applications for the position of Planning Director. The position directly interacts with the Planning Board, Conservation Commission, and the Skowhegan Heritage Council. In addition, the person in this position works closely with senior staff of the town, contractors and developers who are presenting projects for approval, and with the community and various ad hoc committees on comprehensive planning, ordinance development and downtown revitalization. The Town provides state-of-the-art technology to assist in all of its planning efforts. Visible candidates should have a degree in a discipline directly associated with municipal planning, community development or public administration and possess three to five years of experience in a similar position. The Town provides a comprehensive benefit package and a competitive salary ranging from $48,000-$52,000, based on qualifications. Qualified applicants may submit their resume and cover letter to: Ms. Diane Barnes, Human Resource Manager, Town of Skowhegan, 225 Water Street, Skowhegan, ME 04976. For further information, phone 207/474-6900 or e-mail skowfin@skowhegan.org. E.O.E. (3-21)

REQUEST FOR PROPOSALS

Request for Proposals: Geomorphic Assessments. The Winooski Natural Resources Conservation District, Central Vermont Regional Planning Commission and Friends of the Winooski River, as part of a River Corridor Grant Agreement with the Vermont Department of Environmental Conservation River Management Division, are soliciting proposals from qualified consultants to perform Phase 2 Geomorphic Assessments in the Winooski River Watershed in Washington and Orange Counties, Vt. The assessments focus on reaches between the towns of East Montpelier and Marshfield. The deadline for submission is 4:30 pm on May 17, 2006. Proposals sent via fax or email will not be accepted. A total of $8,000 has been budgeted for this project. For a copy of the RFP, contact Abbey Willard, District Manager, Winooski Natural Resources Conservation District, 617 Comstock Road, Suite 1, Berlin, VT 05602. Submit any questions pertaining to the RFP to Abbey Willard by mail, fax (802/223-6163) or e-mail (abbey.willard@vt.nacidnet.net) no later than May 1. (4-19)

Mobile Shelving and File Labeling Software. The Town of Berlin, Vt. is accepting proposals to include both new mobile shelving units for inside the vault and file labeling software for files within the shelving system. The shelving system must be units of varying styles to accommodate the many types of books and files currently stored within the vault. The file labeling software should allow the Town to uniformly label all files within the new shelving system. To receive the complete RFP, contact the Town Clerk at 802/229-9298 or at townclerk@berlininvtd.org. Printed proposals (not electronic form) must be received by May 10, 2006 at 3:00 p.m. and may be delivered or mailed to the Town Clerk’s Office, Municipal Office Building, 108 Shed Road, Berlin, VT 05602. The Berlin Selectboard reserves the right to accept or reject any and all proposals. (4-7)

Building Renovation. The Town of Berlin, Vt. is requesting proposals from qualified contractors to provide services for the proposed renovation of Berlin’s Municipal Office Building at 108 Shed Road. To obtain RFP requirements, contact the Town Administrator’s Office at 802/223-4405. Contractors must attend a pre-bid conference on Wednesday, May 3 at 9:00 a.m. Proposals due by 12 noon on Wednesday May 24, 2006. The Selectboard will review proposals on June 5. Mark proposals “Building Renovation” and mail or deliver to the Town Administrator’s Office, Municipal Office Building, 108 Shed Road, Berlin, VT 05602. The Selectboard reserves the right to accept or reject any and all Proposals. (4-19)

CALENDAR -

and practical considerations for conducting tax appeals.

VTCMA Spring Conference. Thursday and Friday, May 11 and 12, 2006, Hartness House, Springfield. Sponsored by the Vermont Town and City Managers Association. This is the annual meeting of the VTCMA. All managers and administrators are invited to attend.

Underground Damage Prevention/Dig Safe Vermont. Wednesday, May 17, 2006, Pavilion Building, Montpelier. Sponsored by the Vermont Department of Public Service, this free morning seminar will explain state and federal laws that govern excavators when planning and performing excavation activities and explain how to use Dig Safe to improve efficiency. Pre-registration is required; contact Theresa Gomez at 802/828-4047 or Theresa.Gomez@state.vt.us.
**Help Wanted**

**Member Relations Representative.** VLCT has an exciting opportunity for an enthusiastic individual who would enjoy getting to know our municipal membership while promoting our insurance trust benefit programs. Responsibilities include providing employee benefits trainings, performing payroll audits, handling member inquiries, and helping to develop promotional and educational materials, workshops, and events. The successful candidate will work well independently and as part of a team. He or she will provide stellar customer service through strong communication and presentation skills. College degree or insurance/administrative support experience preferred. Proficiency with Excel and word processing required. Must have valid Vermont driver’s license and willingness to travel throughout Vermont, including to Montpelier one day a week, with emphasis on mostly southern territory. Attendance at evening meetings sometimes required. Willingness to pursue professional education designations is highly desirable. Interested candidates should send cover letter, résumé and names/telephone numbers of three references to jobsearch@vlct.org with M R Rep as subject. Résumé review begins May 1, 2006. Applications accepted until filled. VLCT is an equal opportunity employer. (4-20)

**Planner.** The Town of Essex, Vt. seeks a planner to perform a variety of duties related to community development, including: conducting all aspects of development review; staffing and providing technical assistance to the Planning Commission, the Conservation Committee and the Trails Committee; assisting the Community Development Director with special projects; responding to public inquiries; and serving as Second Assistant Zoning Administrator. Candidate must be able to communicate and write effectively, be a demonstrated team player, and be able to execute programs in a professional, service-oriented manner. Starting salary, $38,000-$42,000 DOE, plus excellent benefits. Position open until filled. To apply, send a cover letter, resume and three references to Patrick Scheidel, Town Manager, 81 Main Street, Essex Junction, VT 05452 or via e-mail to acookson@essex.org. To learn more about the Town of Essex, visit www.essex.org, E.O.E. (4-19)

**Town Manager.** Bristol, NH, an historic, lakeside town, seeks a Town Manager to oversee municipal services (including public safety, highway, water/sewer and other administrative departments) under the supervision of a five-member select board. The preferred candidate will have demonstrated leadership, organizational and management skill/experience. Outstanding analytical, communication and planning abilities are essential, as are educational credentials indicating strength in the foregoing areas. The ability to build and manage a multi-million dollar budget, oversee long-term municipal projects, and coordinate the activities of multiple boards, committees and associations under the Master Plan is also preferred. The Town of Bristol offers a competitive salary, full medical benefits, generous sick and personal leave and vacation time. Located in the foothills of the White Mountains, Bristol (pop. 3,000) is one of four communities on Newfound Lake, one of America’s cleanest and most scenic water bodies with year-round recreational activities. For more information, visit www.townofbristolnh.org. If interested, submit a detailed letter of intent, resume and references to: Angela Mahoney, Town of Bristol Select Board, 230 Lake Street, Bristol, NH 03222, or e-mail: Angela@townofbristolnh.org. Applications accepted until position is filled. The Town of Bristol is an equal opportunity employer. (4-20)

**Zoning Administrator.** Fairlee, Vt. has an immediate opening for a Zoning Administrator. Responsibilities: administration of the zoning bylaws, including enforcement; processing of zoning permit applications; coordination of other permit applications with the Development Review Board; coordination with the Planning Commission; zoning inspections; and processing of complaints and violations. This is a part-time position of approximately 12 hours per week (determined by the work required). Some evening meetings and weekend hours required, as well as set office hours. Qualifications: a working knowledge of the applicable state statutes and local regulations; the necessary

(Continued on Page Fourteen)
Regional Pandemic Summit for Local Responders. Various dates and locations around Vermont in May and June. Sponsored by the Vermont Department of Health. Check the VLCT Web site for registration and contact information.

Reducing and Preventing Beach Closures on Lakes and Rivers. Friday, May 5, 2006, Lake Morey, Fairlee. Lake Champlain Sea Grant and EPA New England are co-hosting this workshop to provide tools and guidance for town managers, town elected and volunteer officials, state and local health officials, public works departments, local and state park and beach managers, and regional planners interested in reducing and preventing closing of lake and river beaches and swimming holes. For additional information, contact Jurij Homziak or Emma Melvin, Lake Champlain Sea Grant, at the University of Vermont, 802/656-0682, Jurij.Homziak@uvm.edu, or 802/656-9110, emmamelvin@uvm.edu.


Selectboard Institute: Part 2. Saturday, May 6, Elks Lodge, Montpelier. Sponsored by the VLCT Municipal Assistance Center, this program provides Vermont selectpersons with the fundamental skills needed to manage the affairs of the town. While designed as a two-part session (the first was held on April 22), attending one session is still beneficial.

Conducting Effective BCA Hearings. Thursday, May 11, 2006, Town and Country Resort, Stowe; repeats on Thursday, May 18, 2006, Dover Town Hall, Dover. Sponsored by VLCT Municipal Assistance Center. This popular workshop, delivered once in northern Vermont and once in southern Vermont, will focus on the legal