IRS Begins Employment Tax Research Study

In March, the Internal Revenue Service began the Employment Tax National Research Program (ET NRP), the first comprehensive employment tax compliance study in 25 years. The IRS claimed that the study was necessary because business practices regarding employment tax issues have changed significantly since the 1980s. Examinations (read “audits”) will be conducted to help the IRS understand the compliance characteristics of employment tax filers. The results will help the IRS gauge how well businesses comply with employment tax law and related reporting requirements (and also help them select for exam employment tax returns with the greatest compliance risk). The ET NRP’s main goals are to secure statistically valid information for computing the Employment Tax Gap, and to determine compliance characteristics so the IRS can focus on employment tax areas with the most compliance problems.

The IRS will randomly select 2,000 taxpayers each year for the next three years to be comprehensively “examined.” Records pertaining to employment tax returns and issues will be subject to review during these “examinations.” Employers should have all of their records available to expedite these “examinations.”

(continued on page 10)
municipalities can keep their insurance costs low, both in the short term and in the long term. Long-term cost-saving approaches, which include having fewer claims, provided the segue to Joe Damiata, Manager of Safety and Health Promotion. Joe used several real-life examples to show ways to encourage safe behavior; decrease the incidence and severity of workers’ compensation, property, liability, and healthcare claims; and discourage accidents and illness. Because these tactics include providing employees with formal safety training in specific activities, Joe’s handouts featured information sheets on trainings in chain saw use and defensive driving, which are provided to PACIF members for free or at minimal cost.

If you missed this presentation and would like to learn more about what the VLCT self-insurance pools offer, please call us at (802) 649-7915. Ask to speak with one of our Underwriting team members to explore how your municipality can potentially save money now, or talk with Joe Damiatad to learn more about our loss control programs (training and other resources).

Ione L. Minot, Contributing Writer

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**A GOOD NIGHT’S REST FOR TOWN SERVICE OFFICERS**

The Economic Services Division of the Department for Children and Families notified towns that **effective April 19, 2010**., town service officers will no longer be responsible for authorizing emergency temporary housing after normal business hours. The department has contracted with Vermont 2-1-1 to handle after-hour emergencies (from 4:30 p.m. to 7:45 a.m.,) Monday through Friday, and 24-hour coverage on weekends and state office holidays. A new Community Services Enrollment Unit has been created to assist town service officers regarding programs available for people in need. Anne McBee, the director of the unit, can be reached at (802) 241-1514 or Anne.McBee@abs.state.vt.us for more information.

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To request an estimated debt amortization schedule or for more information contact Bob Giroux, Executive Director at:

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**Bylaw Adoptions; Unpaid Real Property Taxes; Special Licenses**

*When do bylaw adoptions, amendments, and repeals take effect?*

For a town that adopts its bylaws, amendments, or repeals by vote of its selectboard it will take effect 21 days after the date of adoption, unless a petition signed by five percent of the voters is received within 20 days of that vote to consider the by-law, amendment, or repeal by Australian ballot at a duly warned special or annual town meeting. Alternatively, the same selectboard may choose to forgo taking action on a bylaw, amendment, or repeal by putting its adoption before the voters by Australian ballot on a case-by-case basis. 24 V.S.A. § 4442(c)(1).

The voters of a town whose population is less than 2,500 may elect to adopt bylaws, amendments, or repeals by Australian ballot at the annual or special town meeting. That method of voting would then apply until rescinded by the voters. In these towns, by-laws, amendments, or repeals would take effect immediately upon passage. 24 V.S.A. § 4442(c)(2).

Regardless of which method of adoption a town uses, action (approval or rejection) must be taken within a year of the date of the planning commission’s final hearing or it will be considered disapproved unless five percent of the voters petition within 60 days of the end of that year to consider the bylaw, amendment, or repeal by Australian ballot. 24 V.S.A. § 4442(g).

**Garrett Baxter, Staff Attorney**

VLCT Municipal Assistance Center

The town held a tax sale for unpaid real property taxes and the redemption period expired. Does the new property owner own the contents of the house?

At the end of the redemption period, the delinquent tax collector transfers the title of the real property to the successful bidder. 32 V.S.A. § 5261. The contents of the house are not part of the sale and therefore not the responsibility of the town to determine ownership. The new property owner likely does not own the contents of the house and

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For registration and other information, please visit [www.vlct.org/eventscalendar/upcomingevents/](http://www.vlct.org/eventscalendar/upcomingevents/) or call 1(800) 649-7915 or email info@vlct.org.
should contact a private attorney to determine what steps are necessary to determine ownership.

Stephanie Smith, AICP, Senior Associate
VLCT Municipal Assistance Center

What is a “special license” and how is one obtained?

A “special license” is an optional license available only to the owner or keeper of domestic pets and wolf-hybrids for breeding purposes. This is in contrast to a kennel permit, which must be obtained by the owner or keeper of two or more domestic pets or wolf-hybrids four months of age or older that are kept either for sale or for commercial breeding purposes.

A special license is available to breeders of dogs, wolf-hybrids, and other domestic pets such as cats and ferrets if your town also requires them to be licensed. The cost for the license is $30.00 for the first ten breeding domestic pets and $3.00 for each additional pet licensed by April 1st and $45.00 for each additional pet thereafter. Domestic pets covered by the license are exempt from all other licenses and fees, including municipal license surcharges, but not from the $1.00 state rabies control program fee.

20 VSA § 3581(f), 3583(b). The purpose for this discounted fee structure is to provide a financial inducement to breeders to keep their breeding pets away from children and to prevent them from escaping. The holder of the license is required to have a current vaccination against rabies for each pet and to also keep the pets within a proper enclosure. A “proper enclosure” is defined as “a locked fence or structure of sufficient height and sufficient depth into the ground to prevent the entry of young children and to prevent the animal from escaping. A proper enclosure also provides humane shelter for the animal.” 20 VSA § 3583(a)(1).

The question has recently been raised whether the failure on the part of a town to ensure the existence of a proper enclosure prior to the issuance of a special license presents any kind of risk of heightened liability exposure for a town. Generally speaking, absent a duty of care, an action in negligence will fail. Here the duty of care rests with the owner or keeper of the pets, not the town, as it is the holder of the license who has the

(continued on page 7)
SPOTLIGHT ON SAFETY

Examples of proactive, responsive, local risk management solutions

WC REWARDS COMPLETES FIRST FULL YEAR

Twelve VLCT PACIF members have completed the 2009 Workers’ Compensation Rewards Program. The program, known as “WC Rewards,” offers participating PACIF members a monetary incentive to improve the safety of their workplaces and instill a culture of safety throughout their organization. The program implements a formal reporting, evaluation, and scoring process developed by the VLCT PACIF Safety and Health Promotion Division. This is the first year of the full program. (A pilot run was conducted in 2008.)

In February 2009, 20 PACIF members were invited to participate and agreed to receive participation criteria and a recordkeeping binder. These members were asked to follow the criteria and insert documentation of their worksite safety conditions and activities in the binder for one full year. In March

(continued on next page)

PACIF

Since publishing our Loss Control booklet, we have added ...

New Programs
PACIF Grant Program
Serious Hazard Alerts
Injury Review Process (IRP)
Workers’ Comp Rewards Program

New Courses
Driving Simulator: Defensive Driving Practice
National Safety Council Defensive Driving
Police Driving In-Service
Backing Safely for Light Truck Drivers
Trailering for Light Truck Drivers
GOL Chain Saw Safety, Levels 1&2
GOL Chain Saw Safety, Level 3
Drug-Free Workplace Orientation
Preventing Discrimination
Sexual Harassment Prevention
Stress Management
Workplace Diversity
Workplace Violence

LOSS CONTROL SERVICES

Loss Control services are provided only to PACIF members, generally free of charge. To learn more about these or other PACIF Loss Control services, contact your VLCT Loss Control Consultant or email Joe Damiata at jdamiata@vlct.org.

2009 WC REWARDS W INNERS

Addison County Solid Waste District
Bennington
Chittenden Solid Waste District
Colchester
Hinesburg
Ludlow
Milton
Northfield
South Burlington
Stowe
Waterbury
Weathersfield
2010, VLCT Loss Control staff thoroughly reviewed the binders and returned constructive feedback to each member on how to improve their safety practices.

“The point of the program is not to get a perfect score,” said Joe Damiata, Manager, Safety and Health Promotions, “but to see where you are in terms of worksite safety, to identify specific areas for improvement, and to improve your score by at least ten percent in each of the following two years. This is quite a rigorous auditing process. The fun part for me is rewarding members for all of their hard work toward reducing workers’ comp claims.”

Participants are rewarded in relation to the effectiveness of their safety practices. They can earn up to 5.25 percent of their annual Workers’ Compensation contribution as their reward credit, and they must demonstrate a minimal effort in order to qualify for a reward.

“Overall, this was a huge success,” says Ken Canning, Director of VLCT’s Risk Management Services Department. “The 12 participants that completed the process earned scores above the minimum standard and received money in return for their safety and health efforts.”

We thank all of the members who participated, and we look forward to further expanding the program in 2010.

Ione L. Minot, Contributing Writer

Ask the League
(continued from page 5)

affirmative legal obligation to “keep” the pets within a proper enclosure. To this point, the Attorney General’s Office has previously opined that “enclosure” is not taken in the literal sense and does not preclude the removal of the domestic pets under proper supervision. A duty of care derives from the idea that is the party in control who is in the best position to protect against harm. In this regard, a town probably has no more duty of care to prevent the possible infliction of damage by a domestic pet covered by this license than it does when it is informed of the vicious disposition of a dog. Commenting on a town’s failure to act when notified of such a propensity, the Vermont Supreme Court ruled that “defendants’ ability to exercise control over dogs exists in narrowly circumscribed conditions and is statutory, not contractual, in nature ... The town’s right to control dogs that bite does not give rise to a generalized duty to control vicious dogs.” Rubin v. Town of Poultney, 168 Vt. 624 (1998).

Some towns presently require special license applicants to affirm in writing that they will keep their domestic pets or wolf-hybrids in a proper enclosure and comply with the provisions of the special license statute. This practice may provide a small measure of insulation from the limited liability faced by a town and serve the purpose of impressing the requirements of the law upon the license holder and the town’s expectations that the statute will be complied with.

Garrett Baxter, Staff Attorney
VLCT Municipal Assistance Center

Trivia
Bonnie Rosati, Clerk of the Fair Haven Police Department, was the first to correctly identify Bomoseen, Passumpsic village, and Quechee village as the three Vermont post offices that still sport Indian names. Four others – from Brandon, Charlotte, Craftsbury, and the Northeastern Vermont Development Association – were nipping at her heels with the correct answer.

Staying with the Indian theme (Ooo, a hint!), who or what is Sabagwilha?
Email your answer to dgunn@vlct.org. Then watch this space in June’s relatively reliable issue for the answer.
**Frequent Claim Alert**

In the last year and a half, VLCT PACIF has seen a spike in nighttime and weekend break-ins and theft of property at municipal buildings. Most of the break-ins have occurred at highway garages, and most of the property taken has been chainsaws and similar portable tools. In some cases, the thieves have returned a second, or even a third time. VLCT PACIF has listed some recommendations you can follow to make it more difficult for would-be thieves to steal municipal equipment:

- Paint tools with a fluorescent or pink paint to make them less desirable.
- Mark equipment with the municipality’s name in a way that cannot be removed.
- Keep records of the serial numbers for all equipment in a safe place. This will help identify and recover equipment found after a robbery.
- Purchase a job box and store chainsaws and similar tools in it when the building is unoccupied. A job box has a recessed lock that shows only the keyhole, making it difficult for thieves to gain access to the contents.
- Install secure deadbolts on all doors.
- Install motion-activated lighting in a couple of outdoor areas so the yard will light up if someone is snooping around.
- Install a security system that has a central monitoring system and an exterior audible alarm. The exterior alarm will alert neighbors and scare off thieves. Hide any recording equipment inside the garage so that it is not stolen as well.

*(continued on page 12)*

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**2010 RMS Calendar**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stevens Advanced Driver Training</strong></td>
<td>May 3-7 and June 21-25</td>
<td>8:15 a.m. to 4:30 p.m.</td>
<td>Stowe Mountain Resort</td>
</tr>
<tr>
<td><strong>Comprehensive Safety Analysis (CSA) 2010</strong></td>
<td>May 5-7 and June 21-25</td>
<td>8:15 a.m. to 4:30 p.m.</td>
<td>Stowe Mountain Resort</td>
</tr>
<tr>
<td><strong>28th Annual Vermont Municipal Highway Association Expo and Field Day</strong></td>
<td>May 12</td>
<td>7:30 a.m. to 3:00 p.m.</td>
<td>Barre Civic Center</td>
</tr>
<tr>
<td><strong>8th Annual Vermont Workplace Safety Conference and Governor’s Awards</strong></td>
<td>May 13</td>
<td>9:00 a.m. to 3:30 p.m.</td>
<td>DoubleTree Hotel and Conference Center, 1117 Williston Road, South Burlington</td>
</tr>
<tr>
<td><strong>National Safety Council Defensive Driving Course</strong></td>
<td>May 19</td>
<td>8:00 a.m. to noon</td>
<td>Williston Fire Station; or Wednesday, June 16, 8:00 a.m. to noon, Windsor Town Office</td>
</tr>
</tbody>
</table>

*(Continued on page 12)*
A bolt of lightning can destroy a building, start a fire, ruin electronic equipment, and/or cause injury or death. Over the past five years, LGIT members have experienced over $600,000 in lightning-related property losses. Training employees to use emergency precautions and installing surge protection devices and lightning protection systems are cost-effective ways to help protect employees and property from damage caused by lightning.

Simple, reliable and inexpensive protection methods can prevent lightning damage to equipment. The most important concepts are:

- Divide and control the lightning strike energy.
- Capture direct lightning strikes.
- Dissipate the energy into the ground.
- Isolate wire-line facilities from a remote ground.
- Protect equipment from surges and transients (sudden changes of voltage) on communications and signal lines.
- When possible, unplug or disconnect electronics during a lightning threat.

The current in a lightning bolt can be as high as 40,000 amps, so damage incurred by expensive electronic systems can be phenomenal. This surge of concentrated energy that can split an oak tree or pulverize a chimney can easily destroy the hard drive of a computer. Even if there is no fire damage, thousands of dollars in electrical equipment can still be destroyed by rapid spikes of electrical current. To help prevent this kind of damage, experts strongly recommend electrical surge protection as a supplement to any lightning protection system installed. However, surge protectors cannot prevent damage to electrical equipment when a direct lightning strike occurs to a power source or telephone equipment, so the best protection against lightning damage is unplugging electrical equipment when it’s not in use.

(continued on page 11)
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**Tips on IRS Audit**

(continued from page 1)

**Tips on Dealing with an IRS Audit**

If your company is selected for an employment tax audit under the NRP or under the IRS’s general audit program, or if your company is selected for a comprehensive tax audit, the American Payroll Association offers these tips:

**First Steps.** Your organization may be informed by letter or by phone that it has been selected for an audit. The confirmation letter may contain a request for the information the IRS wants to peruse, or this request may come later. In either case, the next step for the IRS is to have the agents who will be conducting the audit meet with your organization.

Before this meeting takes place, you should establish an internal team that will coordinate your organization’s participation during the audit. This may include representation from payroll, accounts payable, accounting, human resources, internal auditing, general counsel, and outside tax professionals.

Appoint an audit controller to manage the examination and supervise the input from any of your employees. This individual should assemble and regulate the flow of information between the IRS and your organization. The audit controller should review all information before it is turned over to the IRS and be present during tours and interviews of your employees. The objective is not to restrict or hide information but to make sure the information the IRS gets is organized, complete, and focused. The IRS should request information through your audit controller in writing by use of Form 4564, the Information Document Request. You are required to provide the IRS with all the information it is legally allowed to request. However, your organization needs to provide no more than the information specifically requested by the IRS.

**Appeals.** It is perfectly acceptable to have unresolved audit issues with the auditors. If at any time your organization does not feel an agent is conducting himself/herself professionally, stop the audit and ask to discuss the matter with the auditor’s supervisor to resolve differences.

Audit issues that cannot be resolved during the examination and that are not part of a closing agreement may be appealed to an IRS Appeals Office. Open audit issues that cannot be resolved with this office may be litigated through a formal trial. Because of the time and expense involved with litigation of unreconciled tax disputes, this option should be chosen only as a last resort.

Learn more online:


**Dental Open Enrollment Around the Corner**

May is the perfect month for benefits administrators to remind Health Trust subscribers to think about their dental coverage. Subscribers who want to add or groups that wish to change coverage with Northeast Delta Dental should do so before the last week of June. Additions and changes submitted by then will provide coverage effective July 1. No qualifying event is required to make a change at this time, and having the paperwork in place without a last-day scramble makes everyone’s life easier!
Lightning Protection
(continued from page 9)

Power Surge Protection
A nearby lightning strike can send a powerful surge through electrical and communication wires that can damage electronic equipment such as computer systems and dispatch operations equipment. Lightning can also enter a building through windows and chimneys as it seeks a ground source such as metal wires or pipes, so metal buildings can become dangerous if not properly grounded. Grounding can be incorporated during the construction phase, and grounded antennas, cables, telephone wires and even aluminum siding offer some protection against lightning damage. Most building or construction codes (International Building Code, National Electric Code, etc.) require that any potential conductors be grounded.

Protect all computer and communication center equipment with surge protectors. Surge protectors guard against bursts of electricity often caused by lightning striking a nearby electrical line. (However, surge protectors do not offer much help in direct-strike circumstances.) Each facility and piece of equipment should be provided with some form of surge protection, along with a separate surge protection device at the main electrical panel. Coaxial surge protector (CSP) devices are useful in protecting electronic equipment against power surges.

Lightning Rod Protection Facts
In lightning-prone areas, a professionally installed lightning protection system is highly recommended. This involves placing air terminals (lightning rods) on the roofs of designated buildings and running braided copper cable to buried grounding poles. Installation of air terminals involves many complex factors and should be performed only by a licensed, insured, professional installer.

To learn more about lightning safety, visit the National Weather Service website at www.lightningsafety.noaa.gov/ or the Lightning Protection Institute at www.lightning.org.

Lightning Rod Protection
- Rods and protection systems don’t attract lightning, nor do they influence where lightning will strike.
- Rods and protection systems do not and cannot prevent lightning, nor can they “discharge” thunderstorms.
- Lightning protection systems (including placement of rods, cables, and groundings) are custom-designed for individual structures and require complex engineering to function properly. They should be installed only by qualified contractors.
- Lightning protection systems do not always prevent damage to electronics or computers. Such devices still should be unplugged during thunderstorms to ensure sufficient protection.

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- Pre-mark the location of intended excavation using white stakes, paint or flags.
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- Maintain the marks placed by underground facility owners.
- Use caution and dig by hand when working within 18” of a marked facility.
- If a line is damaged, do not backfill. Notify the affected utility company immediately if the facility, its protective coating, or a tracer wire is damaged.
- Call 911 if the damaged facility poses a risk to public safety.
- Know your state’s excavation requirements. Go to digsafe.com for educational material and current laws.

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Financial incentives may also be available.

Frequent Claim Alert
(continued from page 8)

- Fence in the yard to limit access by vehicles.

Any combination of these actions will help to deter potential thieves and perhaps save you the hassle of replacing your equipment. Moreover, reducing avoidable claims helps keep money in the PACIF pool, which serves the long-term interest of all PACIF members. If you have any questions about implementing these recommendations, contact VLCT Loss Control at (800) 649-7915.

Joe Damiata, Manager, Safety and Health Promotion, RMS

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If your municipality is planning a future purchase of products or services offered by our advertisers, please consider contacting them, and don’t forget to let them know you saw their advertisement in the VLCT News. Thank you.
Please visit the VLCT website www.vlct.org/marketplace/classifiedads/ to view more classified ads. You may also submit your ad via an email link on this page of the site.

**VLCT NEWS ADVERTISING POLICY**

The VLCT News welcomes classified advertisements 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. Classified ads are generally limited to 150 words and run for one issue. These ads are also placed on the VLCT website for up to one month.

The VLCT News is published eleven times per year (the August and September issues are combined) and reaches readers during the first week of the month.

The deadline for submitting advertisements is the first Friday of the month prior to the issue date. Space is sometimes available for late additions; please feel free to check with the editor for availability.

For more information on placing classified ads in the VLCT News, contact classifieds@vlct.org. For details on display advertising, email vlctnews@vlct.org. Information on ad requirements may also be downloaded at www.vlct.org/aboutvlct/vlctnewsletter/advertisinginformation/.

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**HELP WANTED**

**Comprehensive Regional Landfill General Manager.** The Town of Bourne, Mass. is seeking a qualified individual to serve as the General Manager for the Town’s Department of Integrated Solid Waste Management. ISWM includes 825 TPD landfill, recycling, C and D and special DTM waste operation. The GM oversees a staff of up to 40. Besides having strong business marketing and financial management acumen, the ideal candidate will have 10+ years of full landfill operation management, be a registered Professional Engineer with basic public works experience in addition to landfill operations, understand gas management systems, and have a complete working knowledge of federal, state, and local regulatory requirements. For a complete position description, please call Thomas M. Guerino, Town Administrator at (508) 759-0600 ext. 503, or visit www.townofbourne.com. Mail completed resumes with references and salary requirements by May 5, 2010 to ISWM General Manager Search, Attn. Town Administrator, 24 Perry Avenue, Buzzards Bay, MA 02532. Equal Opportunity Employer. (4-13)

**Laborer.** The Town of Stowe Parks Department is seeking a laborer for summer grounds maintenance and landscaping to start May 3. This is an outdoor position with some work in inclement weather. Must have experience operating light equipment, or be able to learn it quickly; may entail some heavy lifting. Requirements: High school diploma or equivalent, two years’ general landscaping experience, and a valid Vermont driver’s license. For more information or to get an application please call Susan Mocek at 253-7350 or email smocek@townofstowe-evermont.org. (3-30)

**Economic Development Officer.** The Town of Brandon, Vermont is seeking an Economic Development Officer to coordinate and manage project activities promoting economic development within the town. Candidates will be required to demonstrate knowledge of the community, region and state, and of business development. He or she must be able to work effectively with business leaders and economic development agencies at all levels. Familiarity with the Vermont Designated Downtown program is a must. The candidate will be a self-starter with excellent communications skills, awareness of

(continued on page 15)

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**NEED A WRITTEN LEGAL OPINION?**

**LOOKING FOR EXPERTISE DRAFTING A NEW ORDINANCE?**

**NEED HELP UPDATING THAT PERSONNEL POLICY?**

VLCT’s attorneys can provide your municipality with legal assistance at highly competitive rates. Please call Abby Friedman for more information at 1-800-649-7915.

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**SAMPLE PROJECTS:**

- Water & Sewer Ordinances
- Zoning Bylaws
- Municipal Charter Amendments
- Highway Ordinances
TWO ROADS DIVERGED IN A WOOD, AND I CARPOoled.

When you decide to carpool during the week of May 17 you'll discover how fun reducing your carbon footprint can be. Take the bus, Carpool, Walk, or Ride your bike. Imagine, in just one week, saving 500,000 lbs of carbon emissions from going into our air.

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www.WAYTOGOVT.org

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Addison County Transit Resources
Chittenden County Transportation Management Association
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Green Mountain Transit Agency
Lake Champlain Committee

Local Motion
Marble Valley Regional Transit District
Green Mountain Foundation
Rotland Area Physical Activity Coalition
Vermont School Boards Insurance Trust – VEH PATH
Vermont Energy and Climate Action Network
Vermont Clean Energy Groups

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The Point Radio
Financial Officer. The Town of Underhill, Vermont seeks a highly responsible individual to administer the town’s daily financial activities. Underhill (pop. 3,000) is located in northwest Vermont at the foot of Mt. Mansfield. The finance officer reports to a three-member selectboard and is responsible for performing complex financial and accounting work for the Town, including administering its operating budget and overseeing its computerized accounting system. This is an appointed, full-time, “hands on” exempt position that serves as the sole individual responsible for the finances of the Town but in close coordination with the elected Treasurer. Requirements: Associate’s degree in finance and/or accounting, with an undergraduate degree in said field from an accredited 4-year college; and at least 3 years of progressively responsible accounting experience, with at least some of that experience in local or state government. Salary range is $40,000 to $48,000 with an excellent benefits package. To apply, please send a confidential cover letter, resume, and three references to Underhill Finance Officer Search, VLCT, 89 Main Street, Montpelier, VT 05602. You may also email eharrington@vlct.org with Underhill in the subject line. Resume review will begin on April 26, 2010. Equal opportunity employer. (3-23)

Town Manager. The Town of Milton, Vermont seeks an engaging, energetic, and collaborative town manager. Milton (pop. 10,700) is located in northwest Vermont on the shores of Lake Champlain, just minutes from Vermont’s largest and most vibrant city. Milton has a strong tradition of civic engagement and relishes its small town feel. The manager reports to a five-member selectboard and is responsible for the daily operations of the town. The manager directly supervises 10 to 12 full-time employees, develops and administers a $5.5 million operating budget, and oversees all personnel, financial, public works, public safety, and community relations matters. The town employs approximately 47 full-time and 24 part-time employees, and up to 100 volunteers. A detailed job description and information about Milton is available at www.milton.govoffice2.com under “Employment Opportunities.” The website also includes a link to the town’s governance charter. Hiring range is $75,000 to $95,000 with an excellent benefits package. Bachelor’s degree in public administration, business management, financial management or related field is required; master’s degree in one of those fields preferred. Previous experience in municipal government with emphasis in public finance is preferred; experience as a town manager is a plus. To apply, please send a confidential cover letter, resume, and three references to Milton Town Manager Search, VLCT, 89 Main Street, Montpelier, VT 05602. You may also email eharrington@vlct.org with Milton in the subject line. Resume review begins April 23, 2010. The Town of Milton is an equal opportunity employer. (3-23)
Basic Governmental Accounting (rescheduled from November 17 and 19, 2009). Tuesday, May 4, Hartford Town Offices or Thursday, May 6, Milton Town Offices. Sponsored by the VLCT Municipal Assistance Center. What really happens when you enter data into your accounting software? Do you know what to do if the results don’t look right? This workshop will unravel the mysteries of debits and credits and analyze various accounting transactions that are common in municipal government. We will set up a basic Excel spreadsheet to record the transactions and use that spreadsheet to prepare a balance sheet and an income statement. Learn what happens “behind the scenes” in your accounting software.

Town Health and Service Officers’ Workshop. Wednesday, May 5, Capitol Plaza, Montpelier. Sponsored by the VLCT Municipal Assistance Center. This workshop will focus on the legal requirements and fundamental roles of town health officers and the state resources available to them, as well as other timely topics. [Please note: Town service officer information will not be included in this workshop due to upcoming changes in their responsibilities.]

Municipal Personnel Administration Forum. Thursday, May 13, Capitol Plaza, Montpelier. Sponsored by the VLCT Municipal Assistance Center. This indispensable workshop for municipal management and staff will cover the fundamentals of personnel administration in a municipal setting. It will focus on the major state and federal employment laws and the organization and management of each municipality’s most valuable asset: its workforce.

GMWEA Spring and Annual Meeting. Thursday, May 20, Clay Brook at Sugarbush. For more information, visit www.gmwea.org.

Municipal Attorneys Forum. Thursday, June 3, Capitol Plaza, Montpelier. Sponsored by the VLCT Municipal Assistance Center. Vermont municipalities are created by laws, they function according to laws, and they can even enact and enforce laws. This workshop is designed for the attorneys and paralegals who assist Vermont municipalities in navigating this complex legal universe. Topics may include best practices for municipal ordinance drafting and enforcement, delinquent property tax collection, and managing conflicts of interest in local government. Continuing legal education credit will be offered.

Visit our website www.vlct.org/eventscalendar/upcomingevents/ for the most up to date list of events.