Across Vermont, most employers with 49 or fewer employees are entering the health insurance renewal season with less information about next year’s rates than usual. Although some of the plans offered by Blue Cross Blue Shield (BCBS) will have the same rates in 2013 as they did in 2012, BCBS and MVP Health Care are requesting rate increases for all of their other plans. Health Trust staff monitor the rate approval process, and curious employers can go to the Green Mountain Care Board (GMCB) website, http://gmcboard.vermont.gov/rate_review, to watch it for themselves. (On that page, scroll down and click on your carrier’s name, find the description for your plan category, and follow the links, noting details such as Status.) The state agencies that consider these requests are scrutinizing them carefully and taking longer than in previous years to approve final rates. Whereas in past years the final rates were usually available in mid-November, some plans’ 2013 rates might not be approved until after January 1, 2013. If this occurs, carriers will bill employers at 2012 rates initially and bill the balance after the final rates are determined.

As you may know, several nonprofit trade organization affiliates have an administrative agreement with VLCT. These contracts go back at least 20 years and offer assistance to volunteer boards of directors. Each of these organizations works directly with VLCT to provide services to members through annual administrative contracts. Services range from database management and event planning to call answering and mail service.

VLCT will answer when you dial 802-229-9111, as we all share the same phone number. Each organization can also be reached at our mailing address of 89 Main Street, Suite 4, Montpelier, VT 05602. We will forward questions and materials to the individual contacts and boards of directors as needed. Due to recent staff changes when the Administrative Services Department became Human Resources and Administration, your primary contact for each of these groups may have changed, as follows:

Lisa Goodell, VLCT Conference Coordinator. Please contact Lisa at lgoodell@vlct.org with questions for the following organizations, or, where applicable, visit their websites:

- Association of Vermont Conservation Commissions (AVCC)
- Green Mountain Water Environment Association (GMWEA, www.gmwea.org). GMWEA is a nonprofit organization that supports the work of water quality professionals in Vermont. Formed in 1994 by the merger of the drinking water and wastewater treatment professional trade organizations, GMWEA has grown to represent a

PACIF Board Returns $1.2M to Members

In its October meeting, the PACIF Board of Directors voted to return $1.2 million to renewing members. This money will be distributed as $1,000,000 in credits toward 2013 contributions and $200,000 to fund the 2013 Equipment Grant Program. Following last year’s return of $1.5 million, this brings the Fund’s lifetime total returns to more than $16 million. In voting to continue the PACIF Equipment Grant program, the board acknowledged both the popularity of the program and the long-term value of helping members improve the safety of their employees and citizens.

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AFFILIATE/PARTNER ORGS
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wide variety of water quality interests including water treatment, wastewater treatment, industrial wastewater treatment, drinking water distribution systems, biosolids management, and stormwater management.

- Vermont Drinking Water Week Committee (DWW, http://vturalwater.org/industry/DrinkingWaterWeek/index.php)
- Vermont Town and City Management Association (VTCMA)

Theresa Bachand, VLCT Administrative Assistant/Receptionist. Please contact Theresa at tbachand@vlct.org with questions about the following organizations, or, where applicable, visit their websites.

- Vermont Association of Chiefs of Police (VACP)
- Vermont Community Development Association (VCDA, www.vtcd.org). VCDA is an organization of individuals who are interested in working together on community development issues of importance to Vermonters. Members are from the private, nonprofit, and public sectors and work for state and local government, consulting firms, nonprofit organizations, and for-profit businesses. Through its meetings, VCDA informs, advocates, and provides a forum for the exchange of ideas and collaborative action.
- Vermont Constables Association (VCA)
- Vermont Government Finance Officers’ Association (VTGFOA, www.vtgfoa.org). VTGFOA is a nonprofit organization incorporated under the laws of the State of Vermont whose purpose is to promote the use of efficient financial management systems by governmental organizations within Vermont; improve the knowledge and skills of all individuals concerned with governmental finance; promote development of accounting, budgeting and financial reporting procedures in cooperation with the Government Finance Officers’ Association, Government Accounting Standards Board, and all other organizations established with similar goals; provide a forum for the discussion and analysis of financial problems arising under the laws of Vermont, local charters and ordinances; and to deal with all other subjects of mutual concern to public finance officials.
- Vermont Planners Association (VPA, www.vermontplanners.org). VPA is an organization representing citizen and professional planners, landscape architects, housing and economic development specialists, developers, and engineering consultants from around the state that is committed to advancing the art and science of planning.
- Vermont Recreation and Parks Association (VRPA, www.vrpa.org)

Jessica Hill
Manager, Human Resources and Administration

VERMONT STATE INFRASTRUCTURE BANK LOAN FUNDS
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Jointly operated by VEDA and VTrans, the Vermont State Infrastructure Bank has low-interest loan funds available for transportation-related projects that enhance economic opportunity and help create jobs. Municipalities, RDCs, and certain private sector companies may qualify for financing to construct or reconstruct roads and bridges, make safety improvements such as highway signing and pavement marking, make operational improvements such as traffic control and signal systems, and construct rail freight and intermodal facilities.

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at jcarrien@vlct.org or 802-229-9111, ext. 1946
MANAGING A TOWN’S FUND WITH INCOMPLETE RECORDS;
DEVELOPMENT REVIEW HEARING ATTENDANCE

In the late 1880s, money was given to the town for the purpose of supporting the town’s poor. The town has since held the fund in an account for more than a century. Records of the fund are not complete and we are not sure about our legal obligations in managing this money. Can you help us?

In addition to their responsibilities to manage annual budgets, local officials often are responsible for managing money given to the municipality in trust. The first determination that often needs to be made is whether a trust relationship exists, which is important because municipalities may be subject to certain legal duties in investing, managing, and expending trust funds.

Generally, three parties must be present for a trust relationship to exist: a settlor or donor who provides the trust property, a trustee who manages the trust property, and a beneficiary for whom the trust property is managed. An authorized public purpose, such as maintenance of a park or support of the town library, will substitute for an identified beneficiary when money is given in trust to a municipality.

The most important element in determining whether a trust exists is the settlor’s intent to create a trust. The usual place to find this intent is a written document executed by the settlor such as a trust declaration or will, which typically specifies a public purpose for the gift and defines the duties of the trustee in managing the funds. The document will restrict expenditure of the principal of the money, limiting expenditure to the interest alone. In contrast, an outright gift may specify a public purpose but contemplates the direct transfer of all interests in the gift property to the municipality at the time the gift is made.

When language in a will or trust document is ambiguous, courts will look to the surrounding circumstances— including the parties’ conduct, the purpose of the transaction, and the relationship between the parties— to determine if a trust exists. It follows that when it is not clear if money was given in trust but the town has historically

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invested and managed property as if it were held in trust, local officials are likely better off presuming that a trust exists and making their management and investment decisions accordingly.

What if we can't locate a will or trust documents for a particular fund?

If you believe that money has been given to the town in trust but trust documents cannot be located, start your search in the annual town reports, looking for references to a gift received by the town. Minutes of selectboard meetings and/or meetings of the trustees of public funds may reference the gift. Check the grantor/grantee index in the town’s land record for a decree of distribution from a probate court and be sure to check the records of the probate court itself for the will or trust declaration. In some cases, a trust relationship can be created by operation of law. For example, money received from the sale of cemetery plots is required to be held in trust if the town has so voted. 18 V.S.A. § 5377.

Who in town government is responsible for managing the trust?

Every municipality must identify which officers are responsible for managing and investing moneys held in trust. If the town has voted to elect trustees of public funds, all moneys held in trust by the town, including cemetery trust funds, are under their control, unless the settlor directs otherwise. 24 V.S.A. § 2431. If the town has not voted to elect trustees of public funds, the selectboard is responsible for any trust funds for which there has been no trustee designated by the settlor or by statute. If the town elects cemetery commissioners, they would be responsible for cemetery trust funds. 18 V.S.A. § 5384. On the other hand, if the town votes to elect trustees of public funds, then those trustees are also the trustees of cemetery trust funds. The board of library trustees may also be responsible for managing money give in trust for library purposes when trustees of public funds are not elected. 22 V.S.A. § 143(a).

How can trust moneys be invested?
Can we get professional assistance?

Those responsible for managing municipal trust funds should be aware that there are specific investment requirements imposed on them by state law. The investment of cemetery trust moneys is governed by 18 V.S.A. § 5384(b). Other moneys held in trust by a town are subject to the investment requirements set forth in 24 V.S.A. § 2432. Moneys held in trust by a town may be pooled for purposes of management and investment. 14 V.S.A. § 3413(d).

In making investment and management decisions, trustees of municipal trust funds must act “in good faith and with the care an ordinarily prudent person in a like position would exercise under similar circumstances.” 14 V.S.A. § 3413(b). This means that those responsible for investing trust

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funds are generally not held to the standard of an expert, but are duty-bound to exercise reasonable care when making a decision as a trustee. However, “[a] person that has special skills or expertise, or is selected in reliance upon the person’s representation that the person has special skills or expertise, has a duty to use those skills or that expertise in managing and investing [municipal trust] funds.” 14 V.S.A. § 3413(e)(6).

In managing and investing a trust fund, trustees who obtain professional assistance may incur costs that are “appropriate and reasonable in relation to the asset, the purpose of the institution, and the skills available to the institution[.]” 14 V.S.A. § 3413(c)(1). However, even when professional assistance is utilized, the trustees must “make a reasonable effort to verify facts relevant to the management and investment of the fund.” 14 V.S.A. § 3413(c)(2).

**Can the terms of a trust be modified?**

Under 14 V.S.A. §3416(d), if the trustees determine that a restriction contained in the trust document on the management, investment, or purpose of the trust is unlawful, impracticable, impossible to achieve, or wasteful, the town – 60 days after notification to the attorney general – may release or modify the restriction, in whole or in part, if:

1. the institutional fund subject to the restriction has a total value of less than $50,000;
2. more than 20 years have elapsed since the fund was established; and

(continued on next page)
3. the institution uses the property in a manner consistent with the charitable purposes expressed in the gift instrument.

If one or more of these factors is not present, the trustees can apply to the court to modify the purpose of the fund or the restriction on its use in a manner consistent with the charitable purposes expressed in the gift instrument. 14 V.S.A. § 3416(c).

Jim Barlow, Senior Staff Attorney
VLCT Municipal Assistance Center

Is an applicant’s attendance at a development review hearing mandatory?

No, but oftentimes it is certainly in his or her best interest to do so.

Hearings for development review are quasi-judicial hearings in that they are proceedings dealing with the legal rights of one or more persons. While the land use board conducting the review must be sure to safeguard the procedural due process rights of all interested persons involved, it is the responsibility of the applicants to avail themselves of the opportunity to protect their own property rights afforded by the hearing.

There are many reasons why applicants don’t show up for their own hearing. They may live out of state. They may view the town as just another stop in the permitting process and intend on appealing any denial to the Environmental Division of the Vermont Superior Court. Others may feel that there is nothing remarkable or controversial about their application warranting their attention. Or they could simply have a scheduling conflict. If it’s the last reason, towns should try to be as accommodating as possible, particularly when the applicants’ testimony and cross-examination by interested persons is essential to the disposition of the issues before the board. Because these requests typically arrive after the hearing has already been warned, it will be much more efficient for the board to open the hearing and continue it to a time and place certain than to re-warn it entirely.

An applicant has a right to notice and an “opportunity” to be heard, but once that opportunity is afforded, his or her attendance (or that of any interested person) is not a statutory prerequisite for rendering a decision. As for other interested parties, only those who have “participated” in a local land use hearing may appeal that decision to the Environmental Division. Participation consists of “offering, through oral or written testimony, evidence or a statement of concern related to the subject of the proceeding.” 24 V.S.A. § 4471(a). Simply offering a statement of concern is all that is required for an interested person to perfect his or her appeal rights.

Whether the applicant attends the hearing or not, the board still needs to make a decision. In those instances where additional testimony from the applicant is needed but he or she refuses to attend or submit evidence on his or her behalf, the board can deny the application on the basis that the applicant has failed to provide sufficient evidence to enable the board to find on his or her behalf.

Garrett Baxter, Staff Attorney II
VLCT Municipal Assistance Center
Volunteer Firefighter Rosters Are Easier Than Ever

PACIF members with fire departments: keep an eye out in the first week of December for an email from Susan Benoit with attachments to help you provide us with the names, roles, and amounts paid to your fire personnel in 2012. This email will be sent to the primary contact for firefighter roster and payroll information who was designated in response to Susan’s paper mailing dated October 2, 2012. (If we didn’t receive your reply to the October mailing, the December email will be sent to your regular PACIF contact person. Please forward it to the person most qualified to provide accurate firefighter role and payroll information, and notify us of who that person is.)

The December email includes an Excel file with your 2011 roster information. Your primary firefighter roster contact just needs to update it for 2012 and return it to Susan by the appropriate deadline. (See below.) The instructions are right in that Excel file. Please keep in mind that the person who signs the completed roster must be sure that the names, roles, and financial information are all correct before returning the Excel file to us.

The due date for returning this assigned risk information depends on how your fire personnel are paid:

- December 31, 2012, for departments whose people are all volunteers, i.e. if they are paid on a per-call, per-training, or stipend basis.
- January 4, 2013, for departments that have any personnel who receive regular pay.

Please take special note: We need this information in order to calculate the assigned risk component of your 2013 workers’ compensation coverage. Failure to meet
the deadline will result in your contribution for this component being calculated on a default ten percent increase over your 2012 payroll.

Please direct any related questions to Susan Benoit at sbenoit@vlct.org or 800-649-7915. After reviewing your roster, Susan will contact you if we require any additional information.

OPEN ENROLLMENT FOR HEALTH INSURANCE

When you have determined what health insurance plan(s) you will offer to your employees, the open enrollment fun can begin! During open enrollment, employees who have not yet joined your plan may sign up for coverage, those already on your plan may add dependents, and, if your group offers more than one plan, employees already in one plan may switch to another plan. In all of these cases, have employees complete your carrier’s enrollment/change form to record the changes (if only for your HR records).

If you are a small group (with 49 or fewer employees) in the VLCT Health Trust and you are making any group-level changes (switching plans, adding plans, or switching from one carrier to another), you must submit the appropriate paperwork to Kelley Avery at VLCT by December 1, 2012. For these overall group changes, please follow instructions provided in our October 19, 2012, memo to small group members or seek assistance from Kelley at 800-649-7915 or kavery@vlct.org. To discuss changing plans or adjusting how to fund plans, contact a Member Relations staff member – Larry Smith, Tanya Chambers or Pam VanDeursen – at 800-649-7915.

If you are renewing without changing the plan(s) you offer, you must notify your carrier directly of all individual employee enrollment changes no later than December 14, 2012. If you are signed up for online service with your carrier, you can submit these individual-level changes online. Otherwise, submit the completed enrollment/change forms to your carrier by fax, mail, or scan and email before December 14. These forms and other helpful materials are located on the VLCT website’s Health Insurance page. Direct any questions about paperwork to Kelley Avery at 800-649-7915 or kavery@vlct.org.

NEW! IN-POCKET PEDOMETERS AVAILABLE AT WELLNESS INITIATIVES WORKSHOPS

VLCT’s 2013 pedometer program features a new style of pedometer, which will “step out” at the five Wellness Initiatives Workshops being held around the state this January. Whereas previous models needed to stay completely upright – hooked on to your belt or boot-top, for instance – this

OPEN ENROLLMENT FOR HEALTH INSURANCE (continued from previous page)

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IN-POCKET PEDOMETER
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one works inside your pocket or around your neck, or even in a backpack. VLCT’s top Health Promotion staff members, Heidi Joyce and Joe Damiata, have tested the new pedometer and both are impressed.

“It’s flatter and smoother than the old kind so you can forget it’s in your pocket, and it still counts accurately,” says Joe. “I really like not worrying about whether it has fallen off my belt. And it can keep a record of each day’s steps, so if I forget to write down my steps at the end of the day, I can easily check the record later.”

“It is simple to use, but it has a lot of excellent optional features for people who want to learn them,” adds Heidi. “I think people will find these new pedometers much more user-friendly.”

Pre-ordered pedometer program materials will be available for pick up at the workshops, which take place on the last three Thursdays and two Wednesdays in January. (Dates and locations are listed in the RMS Calendar on page 9). Various presenters at each workshop will help VLCT Health Trust members learn about the full range of value-added wellness benefits that come with being in the Trust. We invite Wellness Coordinators and others wanting to foster a healthy workforce to come and hear from representatives of EAP and VLCT’s Member Relations and Loss Control teams. You can also learn about your insurance carrier’s wellness programs, find out what other towns are doing for wellness, enjoy a healthy lunch, and get energized for sharing all this with your co-workers.

For those who missed out Wellness Culture Retreat, we will present a condensed version of it after lunch.

Register for a workshop and pre-order your pedometer program materials online at www.vlct.org/events-news-blogs/event-calendar in December so you can start your program early in 2013.
In 1909, the Sheldon Press of Burlington published “Greater Vermont Exhibit Pathfinder – A Souvenir of Vermont,” which summarized a three-month long expo of the day “at which is being exhibited Vermont’s every asset, developed and undeveloped.” The publication’s cover admonished that Every Loyal One Should See Vermont’s Splendid Exhibit at Burlington before it Closes Sept. 10.”

The book extolled the many virtues of “dear old Vermont,” including:

“Vermont is first in Maple Sugar; She produces more Marble than all the other states; More Granite than any other state; She leads in Lime; Largest Manufacturing of Dairy Implements in the world; Has twice the largest Organ Industry in the United States; Largest Small Threshing Machine Industry; Largest Gas Steam Heating Industry; Largest Stereoscope and Stereograph manufacturing in the world; Second only in Slate; Second in Ornamental Screens. ... The biggest Veneer Works in the world. The largest Granite Plant in the world.”

According to the guide, the localvore movement was already afoot: “Study carefully each line and industry shown, note the high quality of workmanship, the superior merit of the goods, and take with you so complete a knowledge of the variety of Vermont manufactured goods that when in need of any of these articles you will insist on the Vermont brand every time.” And “By loyally patronizing home industry whether living in Vermont or abroad, and by speaking a word in season favoring Vermont products it is easily possible for us to double the output of many of our factories.”

The University of Vermont listed thirteen suggestions to summer visitors, including “III. Visit Museum – homes of wild animals, Indian curiosities, oriental curios in Cannnon room.”

A Burlington realtor offered deals that reflect early 20th century property values:

To the home builder and the farmer is offered the most productive land for the price in these United States, raising more potatoes, corn, oats, wheat and hay to the acre than many of the far famed Middle and Western States.

For actual values our offerings are marvelously low. In many instances, whole farms are offered for less than the cost or the real value of the buildings. In some cases the market value of the timber is worth more than is asked for the entire property.

We can sell you farms for $5 per acre, better ones for $10, and “Jim dandies” at from $20 to $40 per acre, with stock and tools.

We offer a 14 acre home, 1 mile from village and depot, with comfortable house, good water, plenty of wood, no stones, for $475.

A 130 acre farm, good barn, house needs some repairs, some fruit, fine water, 20 acres heavy wood and timber, 3½ miles from two villages and depot. Price only $900.

The Guide also included advertisements for, among others, Rockwood’s Standard Underwear (“The Underwear that was awarded First Prize for excellence and merit at the Lewis and Clark Exposition, Portland, Oregon”), Rutland Business College (“Gregg Short-hand, Touch Typewriting, Bookkeeping, Telegraphy, Arithmetic, Penmanship, Correspondence, Common Sense”), and Vergennes Drug Co. (“The Azmola treatment ... was formulated by some Vermont physicians who were rather forced into this Asthma business ....”).

Also included in the guide were summaries of “Historic Bennington” and Montpehill (“The principal industry is the Granite traffic, and in this hundreds of skilled workmen are employed, the result of whose labor goes to represent Vermont’s great natural product in all parts of the world.”).

But before you go pining for the good old days, remember that the Frisbee, Velcro, and the jukebox were still 39 years in the future!

David Gunn
VLCT News Editor

TRIVIA

Louise Luring of Saxtons River knew that the three names suggested by Michel Guillaume St. Jean de Crévecoeur (“Buddy”) commemorating French aid to the U.S. during the American Revolution that became Vermont place names were St. Johnsbury, Danville, and Vergennes. Congratulations! Brunswick’s Brendan Whittaker identified one-third of the answer, earning himself a perfectly respectable Congr.

Want details? Okay: Danville was named for French cartographer Jean Baptiste Bourguignon d’Anville; St. Johnsbury was named in honor of ol’ Buddy himself; and Vergennes took the name of France’s minister of foreign affairs Charles Gravier Comte de Vergennes – though I’ve also heard that it was named after two sisters, Betty-Sue and Rhonda McGillicuddy, who owned much of the land around the future city. A potential suitor asked a shopkeeper if they’d been, as he put it, “around the block.” The shopkeeper replied, “Nope. They’s virgin.” The name, with a slightly revisionist spelling and pronunciation, stuck.

“Beyond Adversary Democracy,” by Jane Mansbridge, explores the theory of democracy and its problems of consensus in part by scrutinizing town meeting in Selby, Vermont. (“I will argue,” she writes, “that the Vermont town of Selby acts in many ways like a unitary democracy.”) Where is Selby?

When you know the answer, or when you think you know, or even if you haven’t a clue but are merely in the mood to chat, email dgunn@vlct.org.

Next month’s timber-shiverin’ January Thaw issue will divulge the solution, I’m sure of it!
WHAT DO MORE AND MORE VERMONT MUNICIPALITIES HAVE IN COMMON?

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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/events-news-blogs/newsletter-archive/advertising-information/.

**HELP WANTED**

**Parks and Recreation Director.** The Town of Essex, Vt. (pop. 20,000), seeks a Director of Parks and Recreation to manage and grow a successful, multi-faceted, full-service department. Programming, asset development, conservation and cost consciousness characterize the work environment, where the Director and 3.5 FTEs provide award-winning services to residents of Vermont’s second largest community. The candidate must possess a BA in Recreation or a related field; MA preferred but combination of education and experience can substitute. Must have excellent written and oral skills and be able to pass a background check. Salary, $70,000, negotiable. To apply, submit cover letter, resume, and three work references via email to amyers@essex.org or by U.S. mail to Patrick C. Scheidel, Town Manager, 81 Main Street, Essex Junction, VT 05452. Position open until filled. Resume review begins January 1, 2013. EEO. (10-30)

**Highway Worker.** The Town of Putney is seeking a Highway Worker. This position requires the ability to operate a variety of specialized trucks and highway equipment. General highway maintenance and construction work including plowing and sanding in winter. Must have a valid CDL (Class B minimum). This is a full-time hourly position with a generous benefits package. A job application and job description are available at the Putney

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If your municipality is planning a purchase of products or services offered by our advertisers, please consider contacting them. Don’t forget to say you saw their ad in the *VLCT News*. Thank you.

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Town Hall or at www.putneyvt.org. To apply, email application to tm@putneyvt.org, or submit to Putney Town Manager, PO Box 233, Putney, VT 05346. (10-30)

Town Manager. The Town of Colchester, Vermont (pop. 17,165), seeks an engaging, collaborative, and dynamic leader to be its Town Manager. Located on Lake Champlain’s Malletts Bay, Colchester is the fourth largest municipality in Vermont, has some of the finest recreation opportunities in Vermont, and borders the City of Burlington. Its strong tradition of civic engagement is shown by the recently completed “Heritage Project,” a ten-year community strategic plan. The Manager reports to a five-member Selectboard and is responsible for the daily operations of the Town. The Manager directly supervises 10 department heads and an assistant manager, administers approximately $14 million in general operating and other funds, and oversees all personnel, financial, public works, public safety, and community relations matters. The Town employs 86 full-time employees and 48 part-time and seasonal employees. A detailed job description and a link to the Town’s governance charter are at www.colchestervt.gov. Salary range is $85,000 to $105,000, plus an excellent benefits package. A Bachelor’s degree is required (Master’s degree preferred) in public administration, business administration, or a relevant field. Five years’ previous experience in municipal government and finance is preferred; experience as a town manager is a plus. To apply, please send a confidential cover letter, resume and three references to Colchester Town Manager Search, c/o VLCT, 89 Main Street, Montpelier, VT 05602-2948. You may also email your application to municipal.recruitment@vlct.org with Colchester in the subject line. The deadline to apply is November 30, 2012. Equal opportunity employer. (10-18)

Assistant Building Inspector. The Capital City of Montpelier (pop. 8,100) seeks an Assistant Building Inspector to administer its building codes. The technical work concerning building codes comprises approximately 90% of the workload. The position also performs the functions of the Health Officer required by state law concerning health issues in the City, which comprises 10% of the workload. A detailed job description is available upon request or can be obtained through the Notices page at www.montpelier-vt.org. Pay and benefits depend on qualifications and experience. The City seeks to fill this position as soon as possible. Though submissions will be accepted until the position is filled, respondents are encouraged to submit a cover letter and resume by November 21, 2012, after which interviews will be scheduled. Mail letter and resume to Gwendolyn Hallsmith, Director of Planning and Community Development, City Hall, 39 Main Street, Montpelier, VT 05602-2950, or email ghallsmith@montpelier-vt.org. Equal opportunity employer. (11-06)

Zoning and Building Administrator. Montpelier (pop. 8,100), Vermont’s capital city, seeks an individual to administer its Zoning and Subdivision Regulations and assist with building inspections. The Zoning and Building Administrator is a front line, professional position whose duties include applying regulations to permit applications; assisting persons through the permit process; reviewing and analyzing permit applications; reviewing and drafting relevant zoning (continued on next page)
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CLASSIFIEDS
(continued from previous page)

ordinances, site inspections; providing staff support to the DRB and DRC; preparing records of board actions; enforcement; interdepartmental development review coordination; and assisting in other departmental functions as appropriate. A detailed job description is available upon request or can be obtained through the Notices page at www.montpelier-vt.org. Competitive pay and excellent benefits, depending on qualifications and experience. The City seeks to fill this position as soon as possible. Though submissions will be accepted until the position is filled, respondents are encouraged to submit a cover letter and resume by November 21, 2012, after which interviews will be scheduled. Individuals selected for an interview will be asked to provide a writing sample. Mail letter and resume to Gwendolyn Hallsmith, Director of Planning and Community Development, City Hall, 39 Main Street, Montpelier, VT 05602-2950, or email to ghallsmith@montpelier-vt.org. Montpelier is an equal opportunity employer. (11-06)

Truck Driver/Small and Large Equipment Operator. The Town of Milton, Vermont, seeks qualified persons to fill this full-time position, (40 hours per week) in its Highway Department. The driver/operator performs labor tasks and operates full-sized dump trucks and, from time to time, other equipment required for the maintenance, repair, and construction of streets, sidewalks, grounds, equipment, facilities, and other publicly owned property of the Town. Starting pay, $11.49/hour, though qualifications and experience may determine a higher wage. Generous benefits. An employment application is available either in the Town Manager’s Office (43 Bombardier Road, Milton, VT 05468) or at www.milton.gov-office2.com. To apply, submit a completed Town of Milton Employment Application and resume to the Human Resources Coordinator in the Town Manager’s Office. Position open until filled. Equal Opportunity Employer. (11-8)

REQUEST FOR PROPOSALS

Engine Refurbishing. The Town of Littleton, New Hampshire, is accepting proposals to refurbish Engine 6, a 1996 KME Kovatch Renegade G3471 Custom Chassis pumper. You may request a bid specification packet by emailing info@littletonfirerescue.org, with “Engine 6 RFP Request” as the Subject. You may also pick up a packet at the Fire Station located at 230 West Main Street in Littleton. Packets will not be mailed. Proposal return deadline is Friday, November 30, 2012, at 4 p.m. (10-19)

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plans in order to apply municipal land use regulations, the program requirements of Vermont’s Emergency Relief and Assistance Fund (ERAF), and understanding Vermont’s onsite Potable Water Supply and Wastewater regulations, the bounds of municipal regulation, and the State’s delegation program.

**Effective Collection of Delinquent Property Taxes**

**Tuesday, December 11, 2012**
**Middlebury Inn, Middlebury**
**Thursday, December 13, 2012**
**Lake Morey Resort, Fairlee**

*(Sponsored by the VLCT Municipal Assistance Center)*

Effective Collection of Delinquent Property Taxes will cover best practices and procedures for the efficient collection of delinquent municipal property taxes by providing a dynamic mix of legal advice, practical solutions, and many opportunities to ask questions and share experiences. This workshop is designed for all officials involved in the local tax collection process. Collectors of current and delinquent taxes, treasurers, town managers, town administrators, constables, selectboard members, listers, and others are encouraged to attend.

Visit [www.vlct.org/events-news-blogs/event-calendar/](http://www.vlct.org/events-news-blogs/event-calendar/) for the most up to date list of events.