Health insurance reform is taking shape, and for small and medium-size employers right now, maintaining the status quo is not an option. By October, your municipality might have to do any number of things to comply with either federal or state regulations, such as revisit a collective bargaining agreement, begin counting employees in a new way, or decide whether to offer a health insurance benefit. It is crucial for you to learn the new rules and start thinking about how they will affect your particular situation!

In order to help VLCT members understand and prepare for health reform-related changes, VLCT Health Trust staff members—who are uniquely aware of not just the shifting health insurance situation but also the concerns of and constraints on municipal employers—have been using a multi-pronged approach, including:

(continued on page 15)
New employmental unit **Marie Maclay** – who isn’t *really* a new employmental unit because she’s been temping here for, oh, for 16 months now – is VLCT’s bookkeeper, which is, of course, entirely different from a book-cooker. A lifelong Vermonter, Marie grew up in Westford but now calls Marshfield home. She came to VLCT after working as a network administrator for the State of Vermont – first in the Agency of Transportation and later the Department of Information and Innovation – for more than 36 years. (And, as bookkeepers the world over know, 36 is the number of possible outcomes in the roll of two distinct dice.) Marie has a spousal unit, three children, and two grandchildren, but no bison. In fact, she’s *never* owned a bison. She’s an avid motorcyclist who currently pilots a Kawasaki Vulcan – which is only natural since “Live Long and Prosper” are also the words that Marie lives by.

**Fred Satink** recently was promoted to Loss Control Supervisor, where he’ll be riding herd over VLCT’s fabulous loss control program. Meanwhile, his erstwhile band, The Melon Heads, is no more: his brother retired from gigging and the drummer moved to the Left Coast. However, Fred still does recording, and a remote collaboration with the drummer will soon be in the works.

¡Bienvenido y enhorabuena!

David Gunn
Editor, VLCT News

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The VMBB provides Bond Financing to Vermont Municipalities at low interest rates with a very low cost of issue.

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

ASK THE LEAGUE

USE OF SECRET BALLOTS; ADDRESSING MULTIPLE VACANCIES; AMENDED ORDINANCE REQUIREMENTS

We have a vacant seat on the selectboard that will be filled by appointment soon. Robert’s Rules of Order, which has been adopted by the selectboard, provides “A member who believes that a secret vote will give a truer expression of the assembly’s will on a pending motion can move that the vote be taken by ballot.” Can the members of the selectboard use a secret ballot to vote to fill the vacancy?

No. Secret ballot voting by the selectboard is not allowed under the Open Meeting Law, notwithstanding provisions in Robert’s Rules of Order to the contrary. The Vermont Supreme Court has made very clear that the Open Meeting Law is to be construed liberally to support the overriding goal of open access to public meetings. It has also made clear that exceptions to the Open Meeting Law will be strictly construed against the party seeking to invoke them. Trombley v. Bellows Falls Union High School District No. 27, 160 Vt. 101 (1993).

The Open Meeting Law “[P]rotects the interest of the public to hold its elected officers accountable by, among other ways, requiring meetings of a public body to be ‘open to the public at all times’, except when in executive session, 1 V.S.A. § 312(a), and by requiring that the public be given a ‘reasonable opportunity to express its opinion’ on matters being considered.” Town of Brattleboro v. Garfield, 180 Vt. 90 (2006). In addition to the above quote, Robert’s Rules of Order states that, “Voting by ballot is used when secrecy of the members’ votes is desired.” [Emphasis added.] RRO 11th Ed. Sec 45. P 412. To the extent that the secrecy afforded by ballot voting runs counter to the underlying purpose of the Open Meeting Law, a Vermont court is likely to look unfavorably upon ballot voting.

NEED A WRITTEN LEGAL OPINION?
LOOKING FOR EXPERTISE DRAFTING A NEW ORDINANCE?
NEED HELP UPDATING THAT PERSONNEL POLICY?

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

SAMPLE PROJECTS:
- Water & Sewer Ordinances
- Zoning Bylaws
- Municipal Charter Amendments
- Highway Ordinances

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Essex Jct., VT 05452
802.879.7733
www.AEengineers.com
UPCOMING MUNICIPAL ASSISTANCE CENTER WORKSHOPS

MUNICIPAL DOG CONTROL WORKSHOP
Thursday, June 13, Capitol Plaza Hotel and Conference Center, Montpelier
(Sponsored by the VLCT Municipal Assistance Center)

Springtime in Vermont brings the melting of snow, the flowing of sap, the spinning of tires in mud, and of course dog complaints, dog complaints, and more dog complaints. Whether they’re running at large or biting the neighbors’ kids, our little four-legged friends seem to get into all sorts of trouble at this time of year, presenting all sorts of headaches for town officials. This workshop will not only provide an overview of Vermont’s dog laws, including licensing requirements, abandoned dogs, dog control enforcement, and vicious dog hearings, but also signal the release of our comprehensive dog control handbook, “The Big Book of Woof,” replete with model dog hearing related notices, rules of procedure and decision templates, and a revised dog control ordinance.

GOVERNMENTAL ACCOUNTING AND AUDITING SYMPOSIUM
Wednesday, June 19, Capitol Plaza Hotel and Conference Center, Montpelier
(Sponsored by the VLCT Municipal Assistance Center, the Office of the Vermont State Auditor, the Vermont Government Finance Officers’ Association, and the Vermont Municipal Clerks’ and Treasurers’ Association)

This annual symposium is a comprehensive series of educational sessions about governmental accounting and auditing presented by certified public accountants (CPAs) and state and local government officials. Continuing professional education hours are available for CPAs who attend.

VERMONT STATE INFRASTRUCTURE BANK LOAN FUNDS
ARE AVAILABLE THROUGH VEDA

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.

LEARN MORE AT WWW.VEDA.ORG
OR BY CALLING 802-828-5627.

There is a mechanism in Open Meeting Law for a selectboard to conduct a straw vote prior to the appointment of a candidate to fill a vacancy. Under 1 V.S.A. § 313(a)(3), the selectboard can hold an executive session to consider the appointment of a public officer. In the executive session, the selectboard can discuss the merits of each candidate. However, the law requires the vote to make the appointment to be taken at a meeting that is open to the public. 1 V.S.A. § 312(a)(“No resolution, rule, regulation, appointment, or formal action shall be considered binding except as take or made at such open meeting...”). This executive session provision is intended to allow a full private discussion and vetting of a candidate by a board without fear of disclosure of sensitive information that might injure the interests of the candidate or the municipality. The selectboard could hold any number of straw votes in conjunction with this executive session discussion but, at the end of the day, the vote to appoint a candidate must be made at an open meeting and could not, in our opinion, be done by secret ballot.

Jim Barlow, Senior Staff Attorney
VLCT Municipal Assistance Center

We have multiple vacancies on the board of listers and we are unable to fill them. How does the selectboard address this?

The board of listers, like many other elected offices in municipal government, is filled primarily through the annual election [17 V.S.A. § 2646] or an appointment to fill a vacancy that is created “[w]hen a town officer resigns his or her office, or has been removed therefrom or dies, or becomes insane or removes from town” [24 V.S.A. § 961]. But unlike other elected offices, Vermont law provides that when there is less than a majority of the board (for a board of three this is one lister, and for a board of five this is two listers), and the selectboard cannot find a willing resident to serve, the selectboard may appoint a professional assessor. The assessor does not need to be a resident of the town, but will carry out the responsibilities of an elected lister and “shall (continued on page 10)
The recently concluded 2013 legislative session raised all kinds of issues that would significantly affect municipalities around the state. Topics included shoreland zoning, the Public Service Board’s consideration of municipal plans and determinations, education taxes, when and how to ensure that water and sewer bills are paid, workers’ compensation and flexible work schedules, what constitutes public information in the context of criminal investigations, search and rescue protocols, and more.

This year, VLCT was fortunate to have had excellent member participation in State House decision-making when committees asked for testimony from municipal officials on these issues. That is a good thing because local officials are the best people to convey the effects of proposed legislation on local governments. Local officials did an excellent job every time they visited the State House or contacted their legislators. Their attention to and expertise in local governance changed the course of several pieces of legislation this year. Thanks to all who participated!

With barely a pause for breath, VLCT is on to the next legislative task for local officials. It is very important that the positions VLCT advocates for represent the true interests of the municipal officials who are our members. Every summer, our four Municipal Policy committees – Finance, Administration and Intergovernmental Affairs (FAIR); Public Safety; Transportation; and Quality of Life and Environment – convene to develop the legislative platform for the coming session. Committees meet once or twice during the summer and draft a legislative platform proposal that includes positions on all the issues we expect to be or wish to have considered during the 2014 legislative session. That is forwarded to the VLCT Board, which may propose amendments but is generally cautious about doing so. The proposal then goes to VLCT’s full membership ahead of the annual meeting. Proposals for amendment may be submitted prior to the meeting, when the Board will review and decide whether or not to endorse them. Then the Board – or you, if the Board did not endorse your proposal – will take amendments to the annual meeting, where the draft policy and proposals of amendment will be debated, potentially amended, and adopted or rejected. It takes a two-thirds affirmative vote of those towns present and voting for a position to be added to the policy, or for existing positions to modified or repealed.

At the annual meeting each municipality has one vote. This year, that meeting will be held at the Killington Grand Hotel on Thursday, October 3. The meeting is governed by Robert’s Rules of Order. It is one of the most democratic policy adoption processes of any association in Vermont. We hope you join us in the development and debate of the policy.

If you hold office in a city or town, you are eligible to be considered to serve on one of these committees. The VLCT President makes appointments to the committees with an eye to the size of community, geographic representation, town position held, and issues that are important to different cities or towns. A nomination form for the committees is on page 7. It is also posted on our website at www.vlct.org/advocacy/overview/, where you can also find the 2013 VLCT Municipal Policy, in case you want to familiarize yourself with the issues on which we took positions last year. Policy highlights are distilled into VLCT’s Municipal Policy Priorities brochure, which is at www.vlct.org/assets/Advocacy/Legislative_Platform/2013_muni_policy_priorities.pdf.

This is your organization and these are issues that affect your municipality, because in Vermont, cities and towns may only do those things that the legislature specifically authorizes them to do. Make your voice heard – by serving on a policy committee, by reviewing the draft policy, and by participating in the debate at Town Fair on October 3. We need to hear from you!

Karen Horn, Director
Public Policy and Advocacy

Make oral health a priority.

Dental insurance programs prompt health conscious lifestyle behaviors and, by design, emphasize diagnostic and preventive services. Seeking care early is encouraged, which often helps minor problems from escalating.

Through your membership in the Vermont League of Cities and Towns, you have access to Northeast Delta Dental’s dental plans designed with you and your employees in mind.

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

www.nedelta.com

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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.
2014 VLCT LEGISLATIVE POLICY COMMITTEE NOMINATION FORM

Please copy this form if you are submitting more than one nomination.

I hereby submit the name of _______________________________ for consideration by the VLCT Board of Directors for membership on the

☐ Finance, Administration and Intergovernmental Relations (FAIR) Committee
☐ Public Safety Committee
☐ Quality of Life and Environment Committee
☐ Transportation Committee

Please complete the following information for the nominee

Address ___________________________________________________________________________
Telephone ___________________________ Email ____________________________________
Municipality represented _______________________________________________________________
Municipal position held _______________________________________________________________
Years position held _______________
Other municipal positions held __________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
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____________________________________________________________________________________

Interest in committee __________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Person filling out form (if other than nominee)
____________________________________________________________________________________
Position ___________________________ Municipality _______________________________

Please return form by Monday, June 10, 2013, to: VLCT
Attn: Karen Horn
89 Main Street
Montpelier, VT 05602

Or fax to 802-229-2211 to the attention of Karen Horn.
UI Trust Members: When Jennifer Calls, Respond Quickly!

This is a friendly but crucial note to all VLCT Unemployment Insurance (UI) Trust members to please respond in a timely manner when Jennifer Clapsaddle at TALX UCeXpress calls, faxes, or emails a request for separation information concerning an unemployment claim. TALX UCeXpress, a division of Equifax Corporation, is the UI Trust’s third party administrator for processing these claims. When one of your former employees files for unemployment compensation, the Vermont Department of Labor (DOL) requests separation information from TALX, and TALX must gather this information from you and give it to the DOL. The DOL specifies how quickly it needs the information, and sometimes this is a very short time.

Jennifer is our representative at TALX who follows up on all DOL requests, working hard on your behalf while she saves you the time and effort of interacting with the DOL directly. She needs you to fulfill her requests as quickly as possible in order to comply with DOL requirements. Not complying accurately and on time will give the state cause to penalize you financially, usually $100 per occurrence. Also, if the information you provide indicates that there is reason to protest the claim, Jennifer needs time to make that case. UI Trust members benefit singly and as a group by getting accurate information to Jennifer as quickly as possible.

If you have any questions regarding the above information, TALX UCeXpress, or VLCT UI Trust membership in general, please call Kelley Avery at 800-649-7915, ext. 1965.

The Health Trust’s New EyeMed Representative

EyeMed, the Health Trust’s partner for vision coverage, recently appointed Julia Morris as our new Client Service Specialist. This means that Julia will be the day-to-day EyeMed contact for the benefits manager at every municipality that has its EyeMed coverage through the Health Trust. Individual subscribers with specific coverage or claims-related questions should call EyeMed’s Customer Care Center toll-free at 866-723-0513.

PACIF members: Are you familiar with the wide range of FREE courses available at PACIF Online University?

Are you using this resource to its full potential?

- Continuing Education credits toward Wastewater and Drinking Water certifications are now available!
- Your employees can train themselves at any time, on any computer, and at their own pace.
- You can set up required courses, track employees’ progress, and print certificates of completion.

For information and instructions, visit www.vlct.org/rms/PACIF/pacif-online-university/ or call Jim Carrien at 802-649-7915, ext. 1946.

Corrections

Please note the following corrections to the May 2013 issue of the VLCT News. Both changes were received after the issue went to press.

On pages 1 and 15: As of April 26, 2013, newly proposed Vermont regulations for health reform changed the definition of a Seasonal Employee to “An employee who works for an employer for 20 consecutive weeks or fewer in a calendar year, and works in a job scheduled to last for 20 weeks or less.”

On page 8: Dental Open Enrollment closes on Wednesday, June 5, 2013.
**Delta Dental News**

*Coverage is closing on June 5* for the coverage year starting on July 1, 2013. (This is a change from the June 15th deadline announced in the May issue of this newsletter, in order to assure the complete processing of all paperwork.) Therefore, until the first Wednesday of this month, new groups may join and start offering Delta Dental coverage; current groups may change plans, add an orthodontic rider, or opt in to offering coverage for dependents up to age 26; new subscribers may enroll for coverage; and current subscribers may add dependents without a qualifying event. If you and all of your employees are satisfied with the current arrangements, you can ignore this June 5th detail.

The excellent news for all dental members is that our premium rates have decreased slightly for the upcoming coverage year! The extent of coverage is staying the same, and the provider network is not changing, so members and subscribers have a win-win situation. Moreover, subscribers can access useful information online by going to www.nedelta.com/Patients and using the login or register buttons in the left-hand panel. To register yourself, all you need is the subscriber number from your Delta Dental ID card. Thereafter, you can just log in to review your individual usage, claims, and coverage information.

To learn more about the Health Trust’s dental open enrollment, plan options, and program information, please call 800-649-7915 and speak with Tanya Chambers, Larry Smith, or Kelley Avery. As a reminder, managers and subscribers who have any claims or specific customer service issues will please call Northeast Delta Dental directly at 1-800-832-5700.

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**2013 RMS Calendar**

**Health Reform HELP! Meeting.** Thursday, May 30, 1:00 p.m. to 3:00 p.m., Holley Hall, Bristol. See related story on page 1 of this issue. Presented by the VLCT Health Trust. Free and open to all VLCT member organizations. To learn what additional Health Reform HELP! meetings have been scheduled since press time, please call 800-649-7915.

**Dental Annual Open Enrollment Deadline.** Wednesday, June 5. Please note this change from information published in the May *VLCT News*. See details in the Delta Dental News article to the left of this page.

**Stevens Advanced Driver Training.** June 17, 18, 19, 20, and 21, 8:30 a.m. to 4:00 p.m., Stowe Mountain Resort’s Mt. Mansfield parking lot, Stowe. In each one-day training, participants receive classroom instruction and hands-on practice in pushing the abilities of a typical sedan in order to become far more aware of its steering and braking limitations. This eye-opening experience is available free of charge to VLCT PACIF member employees who drive non-CDL vehicles as part of their job. This year, registration priority is being given to police officers; EMS personnel, administrative staff, and select board members may attend if space permits. For more information or to register, contact Jim Carrien at 1-800-649-7915, ext. 1946.

**Playground Safety Inspection Certification Training and Exam.** Specific time and date in June or July TBD, 52 Pike Drive, Berlin. Presented by Vermont School Boards Insurance Trust (VSBIT). Municipal employees are welcome, $400 cost includes the exam fee. To express interest and be notified of the schedule when it is available, contact Lyall Smith at lyall@vsbit.org or 802-223-5040, ext. 206.

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**EyeMed Reference Information**

Julia Morris, Client Service Specialist  
Toll Free: 877-241-6989  
Direct: 513-765-4363  
Fax: 513-492-4363 (for Julia; see below for submitting out-of-network claim forms)  
Email: jmorris@eyemedvisioncare.com

EyeMed Customer Care Center  
Toll Free: 866-723-0513  
**Hours:** Mon.-Sat., 7:30 a.m. to 11:00 p.m.; Sun., 11:00 a.m. to 8:00 p.m.  
Locate In-Network providers, request additional member ID cards, listen to member benefit information, speak to a customer service representative, and more.

In-Network Claims: No claim forms are needed for In-Network services. The In-Network provider will administer the benefit at time of service.

Out-of-Network Claims: The Out-of-Network (OON) claim form is posted at www.vlct.org/rms/health-trust/vision-coverage/. To be reimbursed for covered services or products from an out-of-network provider, (1) complete the form, (2) provide a copy of the paid itemized receipt, and (3) email, mail, or fax it using the OON information below.

**Mailing address:**  
EyeMed Vision Care  
Attn: OON Processing  
PO Box 8504  
Mason, Ohio 45040  
Fax: 866-293-7373  
Email address: oonclaims@eyemedvisioncare.com

**Main Website:**  
www.eyemedvisioncare.com  
**Wellness Website:**  
www.eyesightonwellness.com

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Please note that the Health Trust’s annual Open Enrollment period for dental

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**Mental Services**

**Delta Dental News**

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EyeMed Vision Care  
Attn: OON Processing  
PO Box 8504  
Mason, Ohio 45040  
Fax: 866-293-7373  
Email address: oonclaims@eyemedvisioncare.com

**Main Website:**  
www.eyemedvisioncare.com  
**Wellness Website:**  
www.eyesightonwellness.com

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Please note that the Health Trust’s annual Open Enrollment period for dental

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**Mental Services**
have the same powers and be subject to the same duties and penalties as a duly elected lister for the municipality.” This temporary appointment is valid until the next annual town meeting. 17 V.S.A. § 2651c.

A way to address an inability to elect or maintain a board of listers is to adopt or amend a municipal charter that eliminates the office of lister and allows for the appointment of an assessor. If your municipality would like assistance drafting a charter to address this issue, please contact Abigail Friedman, Director of the Municipal Assistance Center, at 800-649-7915 at afriedman@vlct.org.

Stephanie Smith AICP, Senior Associate Municipal Assistance Center

Our selectboard recently amended an ordinance. What are the notice and posting requirements?

Notice and posting requirements vary depending on the type of municipal action taken. For example, the public hearing notices for the adoption, amendment, or repeal of a town plan or zoning regulations is governed by 24 V.S.A. § 4444, whereas those for the adoption, amendment, or repeal of a municipal governance charter are governed by 17 V.S.A. § 2645(a)(4). The notice and posting requirements for the adoption, amendment, or repeal of a municipal ordinance differ in both form and function from these other regulations in that they notify voters not of their opportunity to inform the selectboard’s decision before it is made but to potentially disapprove the decision after the board makes it. What the selectboard is noticing therefore is not the meeting at which the change is adopted but rather the fact that a change was made. The process for adopting, amending, or repealing a municipal ordinance is governed by 24 V.S.A. § 1972, unless a town charter directs otherwise.

The first step a selectboard must take after adopting an amendment to an ordinance is to record its action of adoption and the amended ordinance into its meeting minutes. The next step is public notice. Copies of the amended ordinance must be posted in five conspicuous places in town. This should include those places the town ordinarily uses to post its community announcements. The final step is to publish the full text of the amended ordinance or a concise summary of it in a newspaper of general circulation in the town not less than 14 days following its date of adoption. Regardless of whether it is the full text or a concise summary, the publication must also include “the name of the municipality; the name of the municipality’s website, if the municipality actively updates its website on a regular basis; the title or subject of the ordinance or rule; the name, telephone number, and mailing address of a municipal official designated to answer questions and receive comments on the proposal; and where the full text may be examined ... [and an explanation of] citizens’ rights to petition for a vote on the ordinance or rule at an annual or special meeting as provided in section 1973 of this title.” 24 V.S.A. § 1972(a), VLCT’s Municipal Assistance Center has developed the following model newspaper notice to help

(continued from page 5)

### Don’t dig yourself into trouble...

**The Perfect Excavation:**

- Pre-mark the location of intended excavation using white stakes, paint or flags.
- In MA, ME, NH and RI, notify Dig Safe® at least 72 business hours in advance.
- In Vermont, notify Dig Safe® at least 48 business hours in advance.
- Notify non-member 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.
- Maintain the marks placed by underground facility owners.

**Call 811 before you dig.**

digsafe.com

**Call Dig Safe®. It’s Smart, It’s Free, and It’s the Law.**
you the next time you need to amend an ordinance. For reasons both practical and legal, it’s a good idea for the town to also post the content of the newspaper notice alongside the full text of the amended ordinance in the five conspicuous places in town.

TOWN OF ______________, VERMONT
[INSERT NAME AND ADDRESS OF MUNICIPALITY’S WEBSITE]

NOTICE OF AMENDMENT OF [INSERT TITLE OR SUBJECT] ORDINANCE

On [insert date], the Selectboard of the Town of ______________, Vermont, adopted amendments to the existing “[insert name of ordinance]” pursuant to [insert enabling authority]. This notice is published pursuant to 24 V.S.A. § 1972 to inform the public of these amendments and of the citizens’ right to petition for a vote to disapprove these amendments.

[FULL TEXT OR A CONCISE SUMMARY]

The full text of the Ordinance may be examined at the [insert name of town] Town office at [insert physical address] and may be examined during regular office hours.

CITIZENS’ RIGHT TO PETITION FOR VOTE

Title 24 V.S.A. § 1973 grants citizens the right to petition for a vote at a special or annual Town Meeting to disapprove ordinance amendments adopted by the Selectboard. To exercise this right, citizens must present to the Selectboard or the Town Clerk a petition for a vote on the question of disapproving the amendments signed by not less than five percent (5%) of the Town’s qualified voters. The petition must be presented within forty-four (44) days following the date of the adoption of the amendments. Unless a petition requesting a vote is filed pursuant to 24 V.S.A. § 1973, the amended “[insert name of ordinance]” shall become effective sixty (60) days from the date of said adoption.

PERSON TO CONTACT

Additional information pertaining to this Ordinance may be obtained by contacting the [______________, Town Clerk], [insert mailing address], or by calling (802) xxx-xxx during regular office hours.

Garrett Baxter, Staff Attorney II
Municipal Assistance Center
WHY BELONG TO NLC?

NLC members enjoy distinct benefits beyond those afforded by membership in the state municipal leagues, including:

- Representation and advocacy on the federal level,
- A vast pool of geographically diverse members to connect with,
- Its own unique set of solutions and programs,
- Abundant NLC resources, publications, and technical assistance

See for yourself what it’s all about! Have your city join today and begin the NLC experience! Contact memberservices@nlc.org or (877) 827-2385, or visit www.nlc.org for more information.
P&Z Administrator. The City of St. Albans, Vt., is accepting applications for a Planning and Zoning Administrator to administer and enforce the City’s Land Development Regulations and assist with its planning and development program. A full job description is at www.StAlbansVT.com/Jobs. Expected hiring range, $40,000 to $50,000. To apply, please send a resume and cover letter to p.strait@stalbansvt.com. Resume review begins Tuesday, June 4, 2013. EOE. (5-14)

Water/Wastewater Operator. This position, part of Hinesburg’s Department of Buildings and Facilities, Division of Water/Wastewater Management, is responsible for assisting in the operations and maintenance of the town water and wastewater systems. Minimum requirements: high school diploma/GED, State of Vermont Class III Water Certification, and State of Vermont Grade II DM Wastewater Operators Certification (or the ability to obtain one). Starting wage, $18.57/hour. Full job description and application at www.hinesburg.org/employment.html. Submit application by May 31, 2013, to Joe Colangelo, Hinesburg Town Administrator, 10632 Route 116, Hinesburg, VT 05461. If the position is not filled, the job posting will be re-run in July.

Town Manager. The Town of Brandon, Vermont (pop. 3,943), seeks an engaging, collaborative, and dynamic Town Manager. A quintessential small town with a vibrant village center, strong sense of place and significant community and historic assets, Brandon is conveniently located between Middlebury and Rutland. The Manager reports to a five-member Selectboard and is responsible for the daily operations of the Town. The Manager administers approximately $3.5 million in general operating and other funds, and oversees all personnel, financial, public works, public safety, and community relations matters. The Town employs 16 full-time employees and eight part-time and seasonal employees. A detailed job description is available at www.townofbrandon.com. Salary range is $70,000 to $90,000, 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 Brandon 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 Brandon in the subject line. The deadline to apply is May 31, 2013. The Town of Brandon is an equal opportunity employer. 4-18)
THE VERMONT HOME ENERGY CHALLENGE

With the advent of warm weather, farmers’ markets, summer festivals, and many Vermont towns celebrating their 250th (semiquin-centennial) anniversaries, opportunities abound to get property owners involved in the Vermont Home Energy Challenge. Launched in January by the Vermont Energy Investment Corporation (VEIC), the Challenge’s goal, simply put, is to save energy. Participants pledge to use energy-efficient light bulbs, install low-flow shower heads or faucet aerators, use a programmable thermostat or lower the thermo-stat, weather-strip doors and windows, schedule an energy audit with a certified contractor, or work with a certified contractor to seal air leaks, add insulation, or upgrade a heating system.

To date, 77 towns have signed on to the Challenge, more than a thousand Vermonter have filled out pledge cards, and 690 home energy audits have been completed – but those numbers grow daily. VEIC will soon launch a new package of incentives to both conduct energy audits and complete work recommended by the audits.


Karen Horn, Director
Public Policy and Advocacy

CLASSIFIEDS
(continued from previous page)

filled after the first review of applications, the position will remain open until filled by a qualified candidate. Please direct all questions to Joe Colangelo, Town Administrator, at 482-2281, ext. 221, or jcolangelo@hinesburg.org. E.O.E. (5-13)

REQUEST FOR PROPOSALS

Engineering Studies. The Town of Hinesburg, Vt., is requesting Statements of Qualifications from engineering firms (consultants) for engineering services for the Hinesburg Village North Sidewalk in the Town of Hinesburg. The Town seeks a consultant with expertise in designing, engineering, and permitting such a project. Contact the Hinesburg Town Administrator (jcolangelo@hinesburg.org or 802-482-2281, ext. 221) for a copy of the Request for Proposal and Scope of Work, or review it at www.hinesburg.org/rfp/. All bids are due by Friday, May 31, 2013, at the Hinesburg Town Hall, 10632 Route 116 in Hinesburg. (5-11)

Audit Services. The Town of Putney is requesting proposals from certified public accountants to audit its financial statements for the fiscal year ending June 30, 2013, with the option of auditing its financial statements for each of the two subsequent fiscal years. The complete RFP is on the Town’s website, www.putneyvt.org. Proposals are due by Monday, May 27, 2013. For more information, please contact Cynthia Stoddard, Town Manager, at 802-387-5862, ext. 11, or tm@putneyvt.org. The town reserves the right to reject any or all proposals or to waive any specifications or requirements when determined to be in the best interest of the town. (5-03)

FOR SALE

Plastic Culverts. The Town of Underhill has the following unused plastic culverts (black) for sale: 1 15’x20’ ($106); 14 18’x20’ ($164 each); 11 24’x20’ ($247 each); 5 30’x20’ ($385 each); and 3 48’x20’ ($758 each). For more information, contact Dawn Brisson, Town Administrator, at 802-899-4434 ext. 100, or email underhillvt@comcast.net. (4-19)

VLCT FINANCIAL CONSULTING AVAILABLE

VLCT’s Senior Financial Consultant, Bill Hall, is available to assist towns and cities on a wide range of financial topics, including:

- Implementing VLCT’s Model Financial Policies
- Internal fraud risk assessment/internal control review
- Basic governmental accounting
- Preparing for an outside audit
- Management of cash and investments
- Financial reporting
- Complying with audit recommendations
- Debt management
- Capital improvement program planning
- GASB 34 implementation

For more information on financial consulting and possible discounts for PACIF members, please call Abby Friedman at 1 (800) 649-7915.
HEALTH REFORM
(continued from page 1)

Visiting individual members to discuss
the issues one-to-one.

Arranging for Dave Sichel – VLCT’s
Deputy Director of Risk Management
Services – to speak at numerous inde-
pendent meetings, including a webinar
for several of Vermont’s regional plan-
ning commissions and in person at both
of VLCT’s Selectboard Institutes.

Organizing meetings especially for this

- Two April meetings held in conjunc-
tion with the Vermont Labor Rela-
tions Board and the Vermont State
Labor Council AFL-CIO and which
focused on how mandatory changes
in health insurance offerings are likely
to affect municipal collective bargain-
ging agreements.

- Several regional workshops known as
  Health Reform HELP! meetings be-
ing held around the state.

Future venues scheduled so far include:
  - The spring VTCMA meeting (May
    16-17)
  - VLCT’s Municipal Finance

Symposium (June 19)

- Town Fair (October 3) where, in ad-
 addition to a breakout training session,
we plan to have a room with com-
puters and live access to the VHC
website for demonstrations (and per-
haps also enrollment).

For the Health Reform HELP! meetings, Emily Yaht of Vermont Health Connect usu-
ally accompanies Dave Sichel. Together, they
break down the complex factors, explain the
latest reliable health reform information, and
discuss how reform is likely to affect mu-
nicipalities. The first set of these meetings,
which took place in late April and mid-May,
were well attended and appreciated. The
next HELP! meeting will be in Bristol on
Thursday, May 30, from 1-3 p.m., in the re-
cently renovated Holley Hall on Route 116
(also Route 17 and West Street) at the cor-
ner of South Street. The building faces the
southeast corner of the Bristol town green.
More HELP! meetings are being scheduled.
If you want to host one, please contact Larry
Smith at 800-649-7915 or lsmith@vlct.org.
The Health Trust is committed to helping all
VLCT members find their way during the
transition into Vermont Health Connect.

Ione L. Minot
Contributing Writer

WHAT DO MORE AND MORE
VERMONT MUNICIPALITIES
HAVE IN COMMON?

US.

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Shelley: 802-865-1644, squnr@mbvt.com
Stacey: 802-773-4627, styler@mbvt.com  
Anita: 802-865-1641, abourgeois@mbvt.com

Member FDIC

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UPCOMING EVENTS

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

Animal Control Workshop
June 13, Capitol Plaza

Governmental Accounting and Auditing Symposium
June 19, Capitol Plaza

Please note: No Municipal Assistance Center workshops are scheduled during July and August. They will resume in September. Call 800-649-7915 if you would like to schedule an onsite visit.

Visit www.vlct.org/event-calendar to register and for the most updated information and events.

SAVE THE DATE FOR TOWN FAIR

Town Fair 2013 will be held on October 3 at the Killington Grand Hotel in Killington, Vermont. General Exhibitor registration began May 20. Attendee registration information will be mailed to VLCT members and posted on our website in July. We look forward to seeing you!