

69th Annual Town Officers Education Conferences

Spring 2014

Dates and Locations

April 2— Lake Morey Resort, Fairlee

April 9 — Sheraton, Burlington

April 23 — Grand Hotel, Killington



A full day of
informative workshops
for town clerks,
treasurers, listers,
selectboard members,
& citizen volunteers.

General Information

Registration begins March 5, 2014

Registration fee \$70.00
(includes lunch and breakfast)

Register online at: <https://www.eventbrite.com/e/town-officers-education-conference-tickets-8001295089>

On-site registration begins at 8:00 a.m.
Workshop sessions are 8:30 a.m. to 4:00 p.m.

Workshop Descriptions and Registration Information Inside

For more information call Pam Lowell
802-773-3349 x272 or 1-800-281-6977
or pamela.lowell@uvm.edu.



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Session 1 **8:30 - 9:30 a.m.**

1A. Vitals, Licensing and Notaries. Introduction into accepting and issuing vital records. What is needed to issue a marriage license? What are liquor licenses, and why does my town get involved? What is a notary; and what are the do's and don'ts of notarizing signatures - plus other miscellaneous items as time allows. *Presenters: Carol Dawes, Barre City; Clyde Jenne, Town of Hartland; and Donna Kinville, City of South Burlington.*

1B. Web-Based Current Use Application—eCuse. The Current Use Program is developing a web-based application system for use by landowners, municipalities, county foresters, and consulting foresters. This workshop will provide an overview of how this new system will improve communication between all of these parties. *Presenter: Elizabeth L. Hunt, Property Valuation and Review (PVR).*

1C. Duties and Responsibilities of a Treasurer. Your duties as a treasurer vary between municipalities. Some municipalities have Finance Officers who perform all the accounting functions, while other treasurers do it all for their town. What exactly are your responsibilities from payroll, collecting taxes, financial reporting up through the audit? *Presenter: Deb Beckett, Town of Williston.*

1D. Engaging Young People in Community Change. Your organization wants to involve young people in your work. You've had a few youth participate over the years but have never had great success at fully including them or keeping their interest. Should you keep making an effort to get youth engaged? Does their participation really matter? The answer is a very emphatic "YES!" In this workshop participants will discuss why youth engagement is critical to communities, what barriers exist to youth engagement and how to overcome them, and how youth-adult partnerships are the most central aspect of authentic youth engagement. *Presenter: Lauren Traister, University of Vermont Extension.*

1E. Fire and Building Codes in Vermont—How They Impact Your Town. A workshop for town clerks, zoning officials, health officers, and others who wish to have a better understanding of building, ADA, and fire codes in Vermont. A discussion of what buildings need to be inspected and when a construction permit is required will provide attendees with information to better serve residents who may build or renovate structures in your town. Included will be case histories of the highly successful designated downtown and village center program that provides substantial funding for code improvement projects. *Presenter: Bruce Martin, Assistant State Fire Marshal.*

Session 2 **9:45 - 10:45 a.m.**

2A. Elections Training. Introduction into actually preparing for and running an election. What are absentees or early votes, and what is the criteria for getting one? How do I register to vote? What is election day like? Why and how do I report out the results. These are only a few of the many questions that will be answered during this session. *Presenters: Donna Kely, Town of Barre and Will Senning, Secretary of State's Office.*

2B. Evaluating Your Grand List for Equity. Participants will gain an understanding of CLA and COD, as well as identifying steps to examine grand list inequity. The session will look at sales statistics and how to track the CLA trend through an examination of the statistics. The session will cover internal grand list inequity and examine steps to correct

any inequity. *Presenter: William J. Smith, Property Valuation and Review (PVR).*

2C. Reconcile Taxes to Grand List (Part I). Why do you need to reconcile your taxes? We will discuss what can be done throughout the year so that you can have everything ready to reconcile your taxes. We will have an experienced treasurer, a representative from New England Municipal Resource Center (NEMRC), and the Agency of Education to help us with this process. *Presenters: Chris Miele, New England Municipal Resource Center (NEMRC) and Brad James, State Agency of Education.*

2D. Engaging the Public: From Conflict to Community Solutions. Sometimes it seems like you can't find any citizens who want to be involved; at other times, it seems like they arrive en masse, and all of them have an axe to grind. At this workshop, we'll discuss innovative new ideas for generating public interest in projects, handling controversial issues and difficult people, and harnessing citizen energy to create innovative community solutions. *Presenter: Susan Clark, Author of Slow Democracy and Town Moderator.*

2E. How Towns Can Increase State Funds for Disaster Recovery through ERAF. Vermont law establishes rules on the amount of money the state can contribute to a town's non-federal cost share to repair or replace roads, bridges and other public infrastructure damaged after a federally declared disaster. The Emergency Relief and Assistance Fund (ERAF) Rule is the mechanism to do so. October 2014 is an important deadline for towns to receive this benefit. Learn how your town can use ERAF to increase funding for disaster recovery. *Presenter: Milly Archer, Vermont League of Cities and Towns.*

Session 3 **11:00 a.m. - 12:00 p.m.**

3A. Recording/Indexing (Part I). Introduction of how to record a document into your land records. What are land records? What is a day book? What does a recording stamp do? What is a grantor? What is a grantee? These basic recording questions will be covered and more. This session is good for new clerks up to the more experienced clerks. There will be plenty of time for questions and sharing of experiences. *Presenters: Patty McCoy, Town of Poultney, and Joyce Mazucco, Town of Randolph.*

3B. Lister Forum. This forum is an opportunity for new and experienced listers to discuss job-related issues. We encourage questions related to the following: use of software, public relations, valuation techniques, tax law, office administration, reappraisal procedures and reporting requirements. *Presenters: Todd LeBlanc and John Vickery, Vermont Assessors and Listers Association; and PVR staff.*

3C. Reconcile Taxes to Grand List (Part II). Want to reconcile your taxes with experts on hand to help you? The goal of the session is to have each attendee reconcile their grand list and taxes prior to leaving the session and discuss the journal entry that will be needed at the end of the reconciliation. Prior to the training, each attendee will receive a list of the reports they need to bring to the session so they can leave with their reconciliation complete. We will have an experienced treasurer, a representative from New England Municipal Resource Center (NEMRC) and the Agency of Education to help us with this process. *Presenters: Chris Miele, New England Municipal Resource Center (NEMRC) and Brad James, Agency of Education.*

Session 3 (continued) 11:00 - 12:00 p.m.

3D. Open Meeting Law Primer. Did you know Vermont law requires that all “public bodies” – which include municipal boards, commissions and committees – must comply with the Open Meeting Law? Do you know the difference between deliberative and executive session? Learn the answers to these questions as well as the basic requirements for agendas, minutes, giving notice, allowing public participation and recommended use of electronic communication in this workshop. *Presenters: Vermont League of Cities and Towns, Municipal Assistance Center Staff Attorneys.*

3E. Free Computer Mapping Options. This workshop will demonstrate free online and desktop computer mapping tools like the VT Interactive Map Viewer, the Agency of Natural Resources Atlas, and Quantum GIS (QGIS). These are surprisingly powerful and versatile tools that can provide a platform for interacting with digital parcel data, zoning data, natural resources, designated downtowns, etc! Bring your laptop or tablet and you can try them during the workshop.

Presenter: Leslie Pelch, Vermont Center for Geographic Information.

Lunch 12:00 - 1:00 p.m.

Session 4 1:15 - 2:30 p.m.

4A. Clerk’s Roundtable. Do you have questions from your day-to-day activities that you need an answer to? This session is designed to allow questions of all degrees to be answered by your fellow clerks. There will be a few more experienced clerks in attendance to help assist with the answers and a tidbit or two about the practical side of being a clerk.

Presenters: Georgette Wolf-Ludwig, Town of Fairlee; Donna Kinville, City of South Burlington; Carol Dawes, Barre City; Heidi Racht, Town of Huntington; and Clyde Jenne, Town of Hartland.

4B. New England Municipal Resource Center (NEMRC) Software. How to use current grand list program and any new features that may arise for 2014. *Presenter: Chris Miele, New England Municipal Resource Center (NEMRC).*

4C. Ethics and Checks and Balances. This session will deal with the checks and balances that every office needs; what is an ethical issue; and a self-audit checklist to see how you are doing and ways to improve. *Presenters: Treasurer, TBD & Shannon Aquino, Vermont State Auditor.*

4D. Municipal Communication: Best Practices and Legal Considerations. This workshop will present best practices for Vermont municipalities in using electronic tools for communication. Topics will include the utility, administration, and legal implications of maintaining a municipal website and using social media. Social media platforms to be discussed will include the Vermont-grown community based network Front Porch Forum, as well as popular global social media networks like Facebook and Twitter. *Presenters: Sharon Combes-Farr, Vermont Council on Rural Development; Michael Wood-Lewis, Front Porch Forum; and Charles Merriman, Tarrant, Gillies, Merriman & Richardson.*

4E. Statewide Parcel Mapping Program. This workshop will present the current status of an effort to develop a statewide parcel mapping program to support towns and require digital parcel data that meets an established standard. A large group of stakeholders have been meeting since the fall to come up with how such a program would work and how it would be funded. *Presenter: Leslie Pelch, Vermont Center for Geographic Information.*

Session 5 2:45 - 4:00 p.m.

5A. Recording/Indexing (Part II). This session will delve more into the kinds of documents that are received, who are the grantees or grantors of a specific document and, if your municipality is thinking about a computerized system, what can you do to prepare your land records to be placed onto the computer. There will be plenty of time for questions and discussion. *Presenters: Patty McCoy, Town of Poultney, and Joyce Mazucco, Town of Randolph.*

5B. Sales Comparison Grid Method to Value Before the Board of Civil Authority (BCA). At this workshop we will break down the major components of the Sales Comparison grid method to value for residential property. It will explain how market adjustments for value are made. This approach to value can enhance a Lister’s valuation report to the Board of Civil Authority. *Presenters: John Vickery and Todd Leblanc, Vermont Assessors and Listers Association (VALA).*

5C. Treasurer Roundtable. Do you have questions from your day-to-day activities that you need an answer to? This session is designed to allow questions of all degrees to be answered by your fellow treasurers. There will be a few more experienced treasurers in attendance to help assist with the answers, and a tidbit or two about the practical side of being a treasurer. *Presenters: Treasurers, TBD.*

5D. Effective Strategies for Collaboration. Municipalities, local non-profits and businesses can collaborate to develop innovative approaches to community and economic development goals in their communities. These workshops will highlight stories of successful collaborations including information on identifying key stakeholders, developing community buy-in, overcoming challenges and long-term outcomes. *Presenters: Michael Moser, Center for Rural Studies, University of Vermont and Other Community Collaborators, TBD.*

5E. Communicating Community Conditions: How to access and report on community indicators using Census Bureau data. This workshop will teach participants how to Access essential community level data sets online with an emphasis on Federal Census Bureau data for local populations and business characteristics. This will include a thorough review on the Decennial Census data products in comparison to the new American Community Survey annual data products. *Presenter: Michael Moser, Center for Rural Studies, University of Vermont.*

Pre-registration is recommended and requested.

Register online at: <https://www.eventbrite.com/e/town-officers-education-conference-tickets-8001295089>

Complete one registration form for each individual attending.

There are two (2) payment options—credit card or check. No cash payments will be accepted, either for online registration or at the door. If paying by check, your email confirmation is your invoice. Make checks payable to “University of Vermont” and mail to:

TOEC Registration
UVM Extension
1 Scale Ave., STE 55
Rutland, VT 05701.

**If paying by check,
the e-mail confirmation
is your invoice.**

To request a disability-related accommodation to participate in this program, please contact the Pam Lowell office at (802) 773-3349 by March 19, 2014 so we may assist you.

For more information contact:

Pam Lowell at (802) 773-3349 x 272 or e-mail pamela.lowell@uvm.edu

Site Information

April 2—Lake Morey Inn, Fairlee (802) 333-4311

Lake Morey Inn is just off I-91, Exit 15, on the Vermont-New Hampshire border.

April 9—Sheraton, Burlington (802) 865-6600

870 Williston Road, Burlington, VT

April 23—Grand Hotel, Killington (888) 64-GRAND

228 East Mountain Road, Killington, VT

TOEC Refund/Cancellation Policy

The registration fee will be refunded if you cancel at least 3 business days prior to the event date. After that date no refunds will be made for cancellation. All registrations are fully transferable to another individual or event location. Cancellation and/or transfer requests must be faxed to (802) 775-4840 or e-mailed

to pamela.lowell@uvm.edu. Cancellations after the deadline date, or conference no-shows are subject to the full registration fee.

This program is sponsored by **UVM Extension** with assistance from the following partner organizations:

- Front Porch Forum
- New England Municipal Resource Center (NEMRC)
- Real Data Corporation
- Tarrant, Gillies, Merriman & Richardson
- UVM Center for Rural Studies
- Vt. Assessors and Listers Association (VALA)
- Vt. Center for Geographic Information
- Vt. Council on Rural Development
- Vt. Digital Economy Project
- Vt. Division of Fire Safety
- Vt. Division of Property Valuation and Review (PVR)
- Vt. League of Cities and Towns
- Vt. Municipal Clerks and Treasurers Association
- Vt. Office of the Auditor of Accounts
- Vt. Secretary of State’s office
- Vt. State Agency of Education
- Vt. State Auditor’s office

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