



**VERMONT MUNICIPAL CLERKS' AND TREASURERS' ACCOCIATION  
80<sup>TH</sup> ANNUAL MEETING MINUTES  
STOWEFLAKE INN & RESORT  
STOWE, VERMONT  
SEPTEMBER 19, 2016**

The 80<sup>th</sup> Annual Meeting of the Vermont Municipal Clerks' and Treasurers' Association was held at the StoweFlake Inn & Resort. Registration was from 7:00 a.m. to 8:30 a.m. with a breakfast buffet and an opportunity to visit the vendor booths. The vendor participants were:

Adkins Printing	Mascoma Bank
Citizens Bank	Merchants Bank
Corelogic	Municipal Leasing Consultants
Cott Systems	NEMRC
DuPont Storage Systems	People's United Bank
Eastern Sales, Inc.	REPRO
Empower Retirement	Slencil Company
Fairpoint Communications	The Satellite Biz
IDS Identification Source	TD Bank
Invest EAP	Vermont 211
Kofile Preservation	VLCT
LHS Associates	VT Attorneys Title

**VMCTA BUSINESS MEETING**

President Lucrecia Wonsor, Killington, called the business meeting to order at 1:00 p.m. She led the membership in the Pledge of Allegiance then introduced the VMCTA Executive Board. She noted a lot has changed in 80 years and there are a lot of changes coming. She wished two long standing clerks and treasurers, Collen Haag of Shelburne and Annette Cappy of Brattleboro a happy retirement and thanked them for all they had done. She recognized the new clerks and treasurers in attendance.

**Review/Approve 2015 Minutes**

Donna Kely, Barre Town, made a motion to approve the minutes of the 2015 Annual Meeting. Tammy Legacy, Roxbury, seconded the motion. Nellie Noble, Granby, offered a correction noting Windham has an 'h'. Sue Gage, Brandon, made a motion seconded by Tammy Legacy to approve the minutes as corrected. All members voted in favor. The motion carried.

*Treasurer's Report*

President Wonsor presented the 2016 VMCTA proposed budget to the membership. Tammy Legacy made the motion to accept the 2016 proposed budget as presented. Tim Arsenault, Vernon, seconded the motion. There wasn't any discussion, questions or comments. All members voted in favor. The motion carried.

*Auditor's Report*

President Wonsor turned the meeting over to Auditor Kathie Felch, Orange, who reported that she reviewed the financial reports of the VMCTA on September 15<sup>th</sup> and found the records to be in good standing. She noted she would audit again at the fiscal year end.

*Nominating Committee's Report*

President Wonsor turned the meeting over to the Chair of the Nominating Committee Georgette Wolf-Ludwig, Fairlee. She announced the following slate of officers as nominated:

Lucrecia Wonsor, Killington	President
Donna Kinville, South Burlington	1 <sup>st</sup> Vice-President
Georgette Wolf-Ludwig, Fairlee	2 <sup>nd</sup> Vice-President
Dawn Custer, Hubbardton	Secretary
Audra Girouard, Concord	Treasurer
Patti Lewis, Fayston	Auditor
Stacy Jewell, St. Johnsbury	Member at Large (1 year term)
Diane Judd, Holland	Member at Large (1 year term)
Tracy Borst, Thetford	Member at Large (2 year term)
Karen Richard, Colchester	Member at Large (2 year term)

Sandra Pinsonault, Dorset, made the motion to elect the slate of officers as nominated. There were no other nominations from the floor. The motion was seconded. All members were in favor. The motion carried. The VMCTA Officers were duly elected. President Wonsor announced the newly elected officers would be sworn into office during the banquet by Secretary of State Jim Condos.

*Constitution Amendment*

President Wonsor turned the meeting over to Constitution Committee Chair Patricia McCoy, Poultney, who read the proposed amendment to the body. The proposed amendment to the Constitution was asked for by the Executive Board. Heidi Racht, Huntington, asked if someone was serving as a Member at Large for a year term and served two terms could they then run for four one-year terms. President Wonsor noted it was a good question and one that had not been discussed by the Board. She explained the hope is to have fresh ideas and people wanting to join and participate. She noted her first thought would be no adding if there wasn't an interested new candidate someone who had been serving would not be turned away. Sandra Pinsonault made a motion to accept the Constitution Amendment as proposed. The motion was seconded. All members were in favor. The motion carried.

## Legislative Report

President Wonsor turned the meeting over to Legislative Committee Chair Karen Richard, Colchester. Karen reported there are two summer studies on vital statistics. The committees consider the way vitals are currently processed and the transitioning to an electronic birth registry. Stacy Jewell serves on the study committee and reported it has been a challenge. The committee has been going through all the statutes and try to hit the biggest points. Karen explained the committee consists of a judge, a couple of town clerks, the VLCT and state archives. Stacy explained progress is being made and the biggest update will be the electronic birth registry. Karen explained the next study committee will review land records. An Electronic Real Property Recording Act is the hope of state archives. The recording fees have not been updated for a long time. Other agencies' fees are on a cyclical review. The hope is to have recording fees reviewed cyclically also. VLCT has taken the lead on this. A call was received from the Vermont Funeral Directors President. The funeral directors would like to do away with the Vermont Burial Transit fee. They want to do what other states do and that is to charge \$15 for the first certified copy of a death record. On January 1, 2017, same day voter and auto-registration at the DMV begins. She concluded reporting by noting clerks have asked for the Monday before an election as a gap day to enable clerks to prepare for the next day's election. The gap day will be discussed again in the next legislative session.

## County Reports

The following counties reported:

Caledonia/Essex/Orleans Counties – Stacy Jewell, St. Johnsbury, hosted an election training.

Chittenden/Grand Isle Counties – they meet quarterly and will be preparing something for Colleen Haag's, Shelburne, retirement.

Rutland County – met twice and hope to have a third meeting after the general election. There are usually 24 in attendance.

Windham County – reported as a group they get together regularly.

## New England Municipal Clerks Institute & Academy (NEMCI & A)

President Wonsor introduced Donna Kely, Barre Town, and Tracy Borst, Thetford. Tracy reported Donna Kely served on the NEMCI&A Board for four years and she, Tracy, was nominated in June. She asked Diane Judd, Holland, a 2016 graduate of NEMCI&A to stand and be recognized. Tracy explained how NEMCI&A is an opportunity for professional growth and personal growth. Skills are sharpened and new skills are learned. It is run by clerks from all six New England states. These clerks work collaboratively to put together programs that are beneficial to all attendees regardless of their home state. The Institute is a program which runs one week a year for three years. Academy is the program that follows Institute. Scholarships are available for towns concerned with the cost of attending. Points earned in these programs can be used toward certifications. Tracy highly recommended the program and asked past graduates to stand. She asked those who were considering attending to seek these people out and ask them about the experience. It is an opportunity, that once taken, will not be regretted.

### *New England Association of City and Town Clerks (NEACTC)*

Alison Kaiser, Stowe, is Vermont's representative on the NEACTC Board. The New England Conference this year is at the Omni-Parker in Boston, November 15<sup>th</sup> – 17<sup>th</sup>. It will be ½ day on Tuesday, a full day Wednesday and ½ day Thursday. In attending you will get to meet clerks from the other New England states. It is fun and intriguing to learn how other states do things. Members were encouraged to attend and become members of NEACTC.

### *International Institute of Municipal Clerks (IIMC)*

President Wonsor explained Carol Anderson is the Region 1 Director and on the IIMC board. She and Carol were in the same NEMCI&A class. The annual Region 1 meeting is March 14-16, 2017 in Port Jefferson on Long Island. The IIMC Conference this year is in Montreal and in attending 8 points toward CMC or MMC certification are earned. It is in May. The IIMC Board voted to increase annual dues \$5. IIMC is the organization through which you earn your CMC. The only higher clerk designation is the MMC. It is recognized throughout all states and is helpful when seeking a job elsewhere. IIMC has 10,000 members on five continents and in thirteen countries.

### *Other Business*

President Wonsor took this opportunity to remind members about the General Election in November. There were 26 towns that did not report their election results to the Associated Press during the last election. The Association received \$2,400 instead of the \$2,600 it receives with 100% of the towns reporting. Even \$200 is important to the Association. The Associated Press asks for the results directly from the clerks because they receive the results faster that way. It is easy if an Excel spreadsheet is created a head of time and the numbers are just filled in the night of the election. The money received helps the Association keep fees down.

Being that no other business came before the members, President Wonsor asked for a motion to adjourn. Tim Arsenault, Vernon made a motion seconded by Donna Kelty, Barre Town. All members were in favor. The motion carried.

VMCTA Business meeting adjourned at 1:40 p.m.

Attest: Dawn Custer  
VMCTA Secretary

### *Awards Presentations*

The 2016 awards presentations were held after the banquet. The Town Clerk and Treasurer of the Year awards were presented by President Wonsor.

**Municipal Clerk of the Year:** Kimberly Moulton, Hyde Park

**Municipal Treasurer of the Year:** Patricia McCoy, Poultney

**Municipal Assistant Clerk of the Year:** Laura Kimball, South Burlington

The following certifications were presented:

**2016 Certified Vermont Clerks**

Karmen Bascom, Royalton; Anita Sheldon, Manchester; Regina Joyce, Strafford

**2016 Re-Certified Town Treasurer Level 1**

Wendy Wilton, Rutland

**2016 Cum Laude Town Clerks**

Linda Parent, Richmond; Tracy Borst, Thetford; Patti Lewis, Fayston;  
Donna Kinville, South Burlington; Tammy Legacy, Roxbury

**2016 Cum Laude Town Treasurers**

Patti Lewis, Fayston; Tammy Legacy, Roxbury

**2016 Magnum Cum Laude Town Clerk and Town Treasurer**

Patricia McCoy, Poultney

Secretary of State Jim Condos swore in the newly elected VMCTA officers. A round of applause was given to all the evening's award recipients and for the newly elected officers.