



**VERMONT MUNICIPAL CLERKS' AND TREASURERS ASSOCIATION  
82<sup>nd</sup> ANNUAL MEETING MINUTES  
HAMPTON INN by HILTON  
COLCHESTER, VERMONT  
SEPTEMBER 20, 2018**

The 82<sup>nd</sup> Annual Meeting of the Vermont Municipal Clerks' and Treasurers' Association was held at the Hampton Inn by Hilton in Colchester, Vermont. 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:

Being Well Consulting  
Community Bank, NA  
Community National Bank  
Cott Systems  
Credit Union of Vermont  
Dominion Tech, Inc.  
DuPont Storage Systems  
General Code  
IDS  
Info-Pro Lender Services  
Kofile Technologies, Inc.

LHS Associates  
Mascoma Bank  
NEMRC  
People's United Bank  
Repro  
TD Bank  
Vermont 2-1-1  
Vermont Attorney's Title  
Vermont Department of Taxes  
VLCT  
Wells Fargo Real Estate

**VMCTA BUSINESS MEETING**

President Donna Kinville, South Burlington, called the business meeting to order at 12:49 p.m. She led the membership in the Pledge of Allegiance then introduced the VMCTA Executive Board.

**Review/Approve 2017 Minutes**

Tammy Legacy, Roxbury; made a motion to approve the minutes of the 2017 Annual Meeting as presented. The motion was seconded by Carol Dawes, Barre City. All members voted in favor. The motion carried.

**Treasurer's Report**

President Kinville presented the 2018- 2019 VMCTA proposed budget and treasurer's report to the membership. She explained \$200 was added to the budget. VMCTA is scheduled to

have a day in the legislature's card room in February. The money will be used to purchase items to hand out to people stopping by the booth. It was asked where in the budget that could be found. The answer was under miscellaneous. Sandy Pinsonault, Dorset; noted the \$250 in annual support for International Institute of Municipal Clerk's (IIMC) Region I was removed. She suggested it be added back into the budget. A motion was made by Sandy Pinsonault and seconded by Carol Dawes to add \$250 to the budget for support of IIMC's Region I. It was asked why the item was removed from the budget. Donna answered the Board wasn't certain if it was being used. All members voted in favor. The motion carried. Tim Arsenault, Vernon; made a motion to approve the 2018-2019 proposed budget and treasurer's report as amended. The motion was seconded. All members voted in favor. The motion carried.

### Auditor's Report

President Kinville turned the meeting over to Auditor Deanna Robitaille, Montgomery; who reported she reviewed the accounts, warrants, and deposits of the VMCTA for the fiscal year to date and found the records to be in good standing.

### Nominating Committee's Report

President Kinville turned the meeting over to the Chair of the Nominating Committee Tracy Borst, Thetford. She announced the following slate of officers as nominated:

Donna Kinville, South Burlington	President
Georgette Wolf-Ludwig, Fairlee	1 <sup>st</sup> Vice-President
Tracy Borst, Thetford	2 <sup>nd</sup> Vice-President
Dawn Custer, Hubbardton	Secretary
Audra Girouard, Concord	Treasurer
Julie Graeter, Colchester	Auditor
Debra Hawkins, Pawlet	Member at Large (1-year term)
Charles Degener, Woodstock	Member at Large (1-year term)
Stacy Jewell, St. Johnsbury	Member at Large (2-year term)
Diane Judd, Holland	Member at Large (2-year term)

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

### Legislative Policy

President Kinville turned the meeting over to Carol Dawes, Chair of the Legislative Committee. Carol began with **H.526 (Act 160) Changes to the Notary Public laws**. She noted Vermont's laws are lax and our notarizations are not accepted in every state. The law beefs up the criteria for being a notary. The terms will change from 4 years to 2 and notaries will be required to pass a test and participate in continuing education to renew. There will no longer be ex-officio notaries, but clerks and their assistants are still eligible without having to pay the application fee. The Secretary of State's office will develop best practices and put training in place. Testing will begin in 2021. **H.856 (Act 130) Miscellaneous Amendments to Municipal Law**. The authority of the Board of Abatement has been extended to include water

and sewer charges including interest and collection fees. Additional incompatible offices were added including an assistant treasurer cannot serve as a selectboard member or school director. A cemetery commissioner or library trustee cannot be an assistant treasurer or auditor. The assistant clerk can perform the duties of the clerk if there is a vacancy and not only upon the death of the clerk. **H.16 (Act 11) The Big Bill** included changes to the Vital Records bill passed last year – Act 46. The vital records system was to go into effect on July 1, 2018, however; the Department of Health was not ready to release the new system. VMCTA along with the Dept. of Health and VSARA requested the effective date be July 1, 2019. Act 11 also includes language noting the statewide education homestead tax shall be billed in a manner that is stated clearly and separately from any other tax. Most towns already separate their municipal and education taxes, now all towns must. **H.899 (Act 155) Fees** The act creates a joint VMCTA/VLCT (Vermont League of Cities and Towns) report due to the House Ways and Means, Senate Finance, House & Government Operations committees on or before the 3<sup>rd</sup> Tuesday of the 2019 Legislative session and every three years thereafter. This became effective July 1, 2018. The following bills did not pass – **H.911 Taxation, personal income taxes education taxes, and property taxes** – it passed the house and stalled in the Senate. Would have mandated sending separate property tax bills for municipal and education taxes. The bulk of the bill had to do with significant changes to calculation of personal income tax and education tax. The bill passed the House & Senate but was vetoed by the Governor. **H.922 Taxation, etc.** Would have permitted the creation of merged assessment districts in conjunction with merged school districts. There were concerns about the possibility of a community having two separate assessment districts – one for education taxes and one for municipal taxes.

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

President Kinville introduced Tracy Borst, Thetford and Tammy Legacy, Roxbury. Tammy recognized the graduates of New England Municipal Clerks Institute & Academy for 2018. She asked Julie Graeter, Colchester and Dawn Custer, Hubbardton to stand and be recognized. She explained it is an intense 3-year program. Four Vermont clerks started the program this year and two are in their second year. Tracy asked clerks to let Tammy or she know if there is an interest in joining the NEMCI&A Board. Pat Vaillancourt and Pattie McCoy said their good-byes as faculty members. James Ognibene, Chris Pudlinski and Lee Ann Szelog are the newest faculty members. The graduation was held at a new facility on the Plymouth State University Campus and it was wonderful

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

Tammy Legacy reported she is the 3<sup>rd</sup> Vice-President representing Vermont on the NEACTC Board. The New England Conference is November 14 – 16, 2018 in Newport, Rhode Island. The conference will be held in Vermont in 2021 at the Stowe Mountain Resort. She asked conference committee members to stand and be recognized.

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

President Kinville introduced Sandy Pinsonault, IIMC Region 1 Director. Sandy began by stating IIMC is a leading professional association. Region 1 consists of all New England states and New York. Joe Powers, Town Clerk Wellfleet, MA is also a director for Region 1. The annual Region 1 meeting will be held at the end of March 2019 in western Massachusetts. The

IIMC Conference this year is in Birmingham, Alabama and in attending points toward CMC (Certified Municipal Clerk) or MMC (Mast Municipal Clerk) certification are earned. It is in May 2019 and scholarships are available. IIMC is the organization through which you earn your CMC. The only higher clerk designation is the MMC. It is recognized throughout all states.

### County Reports

The following county reported:

Windham County – reported the group had training on VEMS (Vermont Election Management System) by the Secretary of State’s office, and presentations from Cynthia Hooley, Vermont Department of Health and Susan Haughwout, Wilmington Town Clerk.

### Other Business

President Kinville asked if there was any other business to be discussed.

Jessica Alexander, Jericho reported there was a Dragon Boat team of twenty town clerks participating in the Dragon Heart event. If there is interest in participating in the 2019 event there can be an additional boat of clerks. The event helps cancer survivors use alternative methods of treatment.

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

Attest: Dawn Custer  
VMCTA Secretary

The 2018 awards presentations were held after the banquet. Before the presentation of awards President Kinville took a moment to thank the Town of Colchester for the gift of maple syrup for the attendees. She also thanked her office staff for behind the scenes support, the Hampton Inn staff and members of the VMCTA Executive Board.

The following certifications were presented.

**Municipal Assistant Town Clerk of the Year:** Jeannette Eckert, Dover

**Municipal Town Clerk of the Year:** Tammy Legacy, Roxbury

**Municipal Town Treasurer of the Year:** Deb Beckett, Williston

Tracy Borst, Thetford presented the awards for Certified Vermont Clerks and Certified Vermont Treasurers.

#### **2018 Certified Vermont Clerks**

Calista Brennan, Reading; Dawn Custer, Hubbardton; Julie Graeter, Colchester;  
Karen Lathrop, Chelsea

**2018 Certified Vermont Treasurers**

Calista Brennan, Reading; Audra Girouard, Concord; Julie Graeter, Colchester;  
Stacy Jewel, St. Johnsbury, Kim Moulton, Hyde Park

**2018 Re-Certified Town Treasurer Level 1**

Diane Judd, Holland

**2018 Cum Laude Town Clerks**

Clyde Jenne, Hartland; Heidi Racht, Huntington

**2018 Magnum Cum Laude Town Clerk – presented by President Donna Kinville**

Tracy Borst, Thetford, Sandy Pinsonault, Dorset

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.

VMCTA President Donna Kinville recapped her first year reminding members she began her term with the intent of clerks and treasurers regaining their voice and influence in the state. This year there was a concentration on elections. The E-Board met individually with the Republicans and Democrats. There was a conflict that prevented the Progressives from attending. The Board also reached out to the League of Women Voters. The purpose of these meetings was to open the lines of communication. The Board let these representatives know that clerks believe there is nothing more important than elections. We want everyone to vote and the integrity of elections and the process must be maintained. The VMCTA is scheduled to be in the Card Room at the Statehouse on February 15, 2019. We want to be a presence in Montpelier and work to get our voice back.

Donna reminded the membership that sometimes it is tough, and we must think outside of our office, to others beyond. Something that may not affect us, and our office, may have a huge impact in another town. When we post comments on the listserv, please be respectful and watch what we say.

Donna thanked the membership for entrusting the office to her and allowing her the opportunity to serve.