



**VERMONT MUNICIPAL CLERKS' AND TREASURERS ASSOCIATION
83rd ANNUAL MEETING MINUTES
LAKE MOREY INN
FAIRLEE, VERMONT
SEPTEMBER 12, 2019**

The 83rd Annual Meeting of the Vermont Municipal Clerks' and Treasurers' Association was held at the Lake Morey Inn in Fairlee, 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:

ClerkBase	LHS Associates
Community Bank, NA	Mascoma Bank
Community National Bank	NEMRC
Cott Systems	Passumpsic Bank
Credit Union of Vermont	People's United Bank
Dept. of Homeland Security	Reprographics
DuPont Storage Systems	Stearns Services
EI-ISAC	TD Bank
GovPayNet	US Imaging Inc.
Inclusion Solutions	Vermont Department of Taxes
Justice of the Peace Assoc.	Vermont Secretary of State
Kofile Technologies	VLCT

VMCTA BUSINESS MEETING

President Donna Kinville, South Burlington; called the business meeting to order at 1:11 p.m. She led the membership in the Pledge of Allegiance then introduced the VMCTA Executive Board.

Review/Approve 2018 Minutes

Tim Arsenault, Vernon; made a motion to approve the minutes of the 2018 Annual Meeting as presented. The motion was seconded by Georgette Wolf-Ludwig, Fairlee. All members voted in favor. The motion carried.

Treasurer's Report

President Kinville, 1st Vice-President Georgette Wolf-Ludwig, and Treasurer Audra Girouard, Concord; presented the 2019- 2020 VMCTA proposed budget and treasurer's report to the membership. Audra explained the ending figures for the current fiscal year would not be available until after the Annual Meeting – when VMCTA's fiscal year ends. All the information presented today is current to date. It was explained there was \$2,200 in unused scholarship money. The money will be moved to create a scholarship reserve fund. The Linda Spence Scholarship Fund was closed with \$1,000 being awarded in the last two years. A Certified Public Accountant (CPA) was hired to meet tax requirements. A line item has been added to the budget being presented for a CPA. Registering VMCTA as a trade name with the Secretary of State's Office was an unexpected expense. Donna Kinville explained the name must be renewed every two years and there is no charge. The charge occurred because it had been over two years since it was renewed. A motion was made by Sandra Pinsonault, Dorset; and seconded by Lucrecia Wonsor, Killington; to add \$300 to the budget for a Certified Public Accountant. All members voted in favor. The motion carried. Sandra Pinsonault, Dorset; made a motion to approve the 2019-2020 proposed budget and treasurer's report as presented. The motion was seconded by Sally Ober, Lincoln. All members voted in favor. The motion carried.

Auditor's Report

President Kinville turned the meeting over to Auditor Julie Graeter, Colchester; 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 with no discrepancies found.

Nominating Committee's Report

President Kinville turned the meeting over to the Chair of the Nominating Committee 2nd Vice President Tracy Borst, Thetford. Tracy introduced two other members of her Nominating Committee, Priscilla Aldrich, Burke and Donna Kelty, Barre Town. She announced the following slate of officers as nominated:

Georgette Wolf-Ludwig, Fairlee on	President
Tracy Borst, Thetford	1 st Vice-President
Julie Graeter, Colchester	2 nd Vice-President
Dawn Custer, Hubbardton	Secretary
Audra Girouard, Concord	Treasurer
Sue Gage, Brandon	Auditor
Debra Hawkins, Pawlet	Member at Large (1-year term)
Diana Vachon, Shelburne	Member at Large (1-year term)
Charles Degener, Woodstock	Member at Large (2-year term)
Diane Judd, Holland	Member at Large (2-year term)

Sally Ober, 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 this evening's banquet.

Constitution Amendment

Committee Chair Sandy Pinsonault explained to the membership in 2006 there was discussion about changing VMCTA's fiscal year to October 1st through September 30th. The change was never voted on, today the membership was being asked to vote. Sandra Pinsonault made a motion to approve beginning VMCTA's fiscal year on October 1st and September 30th as the year's conclusion. Tim Arsenault seconded the motion. All members voted in favor. The motion carried.

Legislative Policy

President Kinville turned the meeting over to Carol Dawes, Chair of the Legislative Committee. Carol noted it has been a busy year. The Fees Bill passed and became effective July 1, 2019. Information was received in advance to give banks, lawyers, title researchers, etc. a heads up. There needs to be a report generated to present the data as to what has been collected. Towns are responsible to cover the cost of postage for returning documents. Documents must be date and time stamped with in three days of document receipt. Exceptions have been granted for a clerk's illness or vacation. When making the adjustments to fees collected tax sale laws were omitted. Tax sale documents are still recorded at \$10/page.

Regarding changes to Notary Public, notarizing is now considered a part of clerks' duties. This may go into effect in 2021. The Secretary of State is still working on the training. An email was sent by Will Senning, Director of Elections, outlining the changes to the election laws. A bill which was considered that would have allowed those who are 16 and 17 to vote, as well as non-residents, did not pass. A bill to have clerks mail notices to parties concerned when a lien is recorded was considered. There is discussion on ranked choice voting. The Secretary of State is in favor of this so there will be more discussion. In 2020, the legislature will look at fixes to the vital records bill. She asked members to let her know if there is something that should be looked at. The legislature is considering expanding the list of individuals who qualify for a certified copy. If someone is released after being incarcerated the individual would not have the necessary Identification to get a certified birth certificate. Changes to liquor licenses is being considered. The 3rd class license is now handled through the clerk's office with no additional money for clerks. The retention schedule for the abstract grand list is being reviewed. The current interpretation is the abstracts must be kept forever.

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

President Kinville introduced Tracy Borst, Thetford and Tammy Legacy, Roxbury. Tammy introduced herself as the Chair of Logistics and the Advisor for the 2019 NEMCI graduating class. This year there was a large Vermont turnout at NEMCI, she read the list and had people in attendance stand. She informed the membership NEMCI&A is lucky to have Tracy Borst stay on for the NEMCI&A Board for an additional two years announcing she will be sworn in as Chair of NEMCI&A in November. Tracy Borst explained NEMCI&A is an intensive program of continuing education for New England Clerks. It was started in 1979. There are 12 members on the Board, two from each of the six New England states. NEMCI&A is not a division of International Institute of Municipal Clerks (IIMC) and its classes must comply with IIMC guidelines. Reach out to learn more.

New England Association of City and Town Clerks (NEACTC)

Tammy Legacy reported in 2021 Vermont will host the NEACTC Conference in Stowe. The theme is “Climb Every Mountain of Knowledge”. Vermont will be fundraising for this conference at the 2020 New Hampshire Conference. Clyde and Bruce are working on gifts for attendees. The 2019 Conference is in Rockport, Maine and begins November 20th.

International Institute of Municipal Clerks (IIMC)

President Kinville introduced Sandra Pinsonault, IIMC Region 1 Director. Sandy began by explaining she shares the Region 1 Directorship with Ann Quirk from Massachusetts. The program is a professional non-profit and has 15,000 members. Members come from towns with fewer than 500 in population to 10 million. When attending an IIMC conference you will meet clerks from all over the world. The 2020 Annual Conference is in St. Louis, Missouri. Each member organization is given two \$1,000 scholarships. They sponsor Athenian Dialogues, and a Study Abroad Program. This year’s program was in England. In 2021, it will be in the Netherlands. The Study Abroad Program is in the fall. You can find out more at IIMC.com.

County Reports

The following counties reported:

Rutland – reported they try to get together.

Washington, Lamoille and parts of Orange – reported they try to get together quarterly.

Windham County – reported the group meets twice yearly.

Other Business

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

Jessica Alexander, Jericho; and Diana Vachon, Shelburne; Co-Chairs of the dragon boat team, Dragon Heart reported they came in first, raising money for McClure Respite House. The meet is the first Sunday in August, the team is “Freedom Unity”. There were three races. The first allowed the team to get its timing going, during the second members of Community Bank filled empty spots.

VMCTA Business meeting adjourned at 1:49 p.m. with a motion made by Tim Arsenault, seconded by Carol Dawes. All members voted in favor. So, voted.

Attest: Dawn Custer
VMCTA Secretary

The 2019 awards presentations were held after the banquet. Before the presentation of awards President Kinville gave opening comments. She noted it was her last time addressing the membership as its president. VMCTA worked hard to make its voice heard. The E-Board met with the party chairs, VMCTA had a day in the Card Room at the State House to meet and

greet representatives and senators. She stated the strength of our organization depends on each of us. The stories we share about what is going on in our offices, the meetings we attend, and the networking helps to make us stronger. Not everything may affect all of us, but it affects some. We need to keep that in mind, something may not affect us in our offices, but it may be important to clerks in other towns. We need to think of each other and look out for each other. Talk to each other. Vent if you have to vent. Be there for each other.

The following certifications were presented by Tracy Borst, Thetford.

2019 Certified Vermont Clerks

Tim Arsenault, Vernon; Barbara Courchesne, Springfield; Charles Degener, Woodstock;
Marlene Hall, Shaftsbury; Sarah Haskins, Morrisville

2019 Advanced Level 1 Certified Vermont Treasurers

Lisa Bragg, Strafford; Susan Johnson, Cornwall, Carol Dawes, Barre City

2019 Advanced Level 1 Certified Vermont Clerks

Lisa Bragg, Strafford; Susan Johnson, Cornwall; Carol Dawes, Barre City

2019 Level 1 Clerk

Regina Josler, Assistant Town Clerk Strafford

Deb Beckett, Williston and Heidi Racht, Huntington presented Summa Cum Laude Town Clerk Award. They explained it is the highest certificate level. 280 points is the minimum requirement. The points cannot be duplicated from previous years. It takes a lot of commitment and time to reach this level.

2019 Summa Cum Laude Town Clerks

Tracy Borst, Thetford; and Georgette Wolf-Ludwig, Fairlee

President Donna Kinville presented the Assistant Clerk of the Year Award, as well as the Town Clerk and Town Treasurer of the Year Awards.

Municipal Assistant Town Clerk of the Year: Sarah Mason, Williston

Municipal Town Clerk of the Year: Lucrecia Wonsor, Killington

Municipal Town Treasurer of the Year: Patti Lewis, Fayston

A new award this year is a way to recognize individuals who do a lot to serve the Association, not necessarily being a clerk.

Award of Appreciation: Heidi Racht, Huntington

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 the newly elected officers.

VMCTA President Georgette Wolf-Ludwig, Fairlee addressed those present for the first time as their newly elected President. She began by recognizing Donna Kinville for all she has done

for the Association. She stated Donna has been an incredible mentor. She asked Donna to accept a plaque on behalf of the VMCTA membership noting Donna accomplished her goal, we have our voice back!

Georgette began. She wished everyone a good evening noting over the last few weeks she had many sleepless nights trying to think about what to say this evening. It is a privilege and an honor to be standing here before you tonight. She thanked her husband Dan noting she would not be here without his support. It has been a wonderful and amazing journey. She stated she would like to expand the mentor program. She noted she would like to see us expand membership and would like to see all clerks and treasurers see the value in being a member of VMCTA. Together, we are stronger. She stated members are the most important part this organization. She asked those present this evening to reach out to her with any questions or concerns. She thanked everyone again for their support.