

APPROVED

VMCTA Education Committee

January 25, 2022 | 2:30 pm

Meeting via Zoom

MEMBERS PRESENT: Diana Vachon, Heidi Racht, Patti Lewis, LaDonna Dunn, Charlie Degener, Jessica Alexander, Sara Haskins

MEMBERS ABSENT: Clyde Jennes, Donna Kelty

GUESTS: none

MINUTES: Heidi Racht

Outline AGENDA:

1. Call to order: Agenda Review/Modification
2. Approve the minutes of January 4, 2022
3. 2022 New Clerk & Treasurer Training
4. 2022 Annual Meeting
6. Certification Application
7. Next Meeting second week in March 2022 via Zoom
8. Adjournment

The meeting was called to order; chaired by Diana Vachon.

Minutes of January 4, 2022

The minutes of January 4, 2022 were approved as presented.

2022 New Clerk & Treasurer Training

After some discussion, the name of the Spring Training was changed to **Vermont Clerk/Treasurer Fundamental Training**. The change was made due to a change in the participation and a broader range of experiences - with more "seasoned" clerks and treasurers now attending, it is obviously no longer just for newly elected/appointed officials.

There followed a discussion on in-person, hybrid or plain old Zoom meetings.

April 27: LaDonna Dunn is confirming Fairlee. Fairlee is open. Masks are required. Technology availability is unknown – LaDonna

May 4: Heidi Racht is in discussion with West Rutland W. Rutland – liked the idea – need to talk to SB (Selectboard) next Tuesday; new clerk there. [Note: the discussion was, unfortunately, with Rutland Town – wrong Rutland municipality - and this was straightened out in February. Sincerest apologies.]

Assuming that these sites work, technology capability would need to be ascertained.

The consensus of the group is that an in-person option is preferable. Said Lewis, "We all have our hats on."

However, Zoom would be easier and it could be done in one day. Dunn pointed out that Fairlee would be challenging for social distancing.

Thinking “outside the box”.... One session in the largest location could be held.

Haskins pointed out that when she became clerk, there wasn’t “in-depth fundamental training.”

Racht suggested a survey for spring training to members asking if in person or virtual is preferred. Vachon said she would do this.

Round tables?

Fee for both days: One clerk and one treasurer. 1x fee to go both days? \$25 for one and \$35 for both?
No conclusions.

Names were suggested and offers were made to contact:

Carol Dawes Lucrecia Wonsor

Donna Kelty – Lewis

Sue Johnson – Alexander

What Every Treasurer Should Know

Bobbi Brimblecombe – tax collection

Topics:

Land Records – title searchers – Barbara Taylor was proposed

What is the Clerk’s responsibility on deeds?

Reimbursement for presenters – mileage and free lunch

Racht said she would not be there, but instead would do the certificates.

Degener will be at the check-in table; assisted by Dunn

Racht will send out the postcard on the Monday before Town Meeting on the Town of Huntington Bulk Rate permit.

Handouts of resources – Dunn will update and send around.

Swap Table – wait until next year – build anticipation

Online registration – Haskins will set this up

Registration checks – Lewis will collect

Food - Team Jenne has made breakfast for the past spring trainings. They bring coolers – need to confirm with them. Vachon has not heard from Jenne via phone or email since November 2021.

Georgette Wolf-Ludwig (Fairlee location) has a deli she likes to use.

Other relevant areas of discussion

Recycling bins

Coolers

Water

Save the date on the listserv: Vachon

Certificates – 6 hours of training for general points – not for core courses for certification.

2022 Annual Meeting – September 19, 20-21

Instructors and Speakers

The mandatory courses for Clerk Certification are those offered at the fall conference. The literature needs to be clear on this:

- a. Elections 2018, 2021
- b. Recording and Records Management 2019
- c. Municipal Law 2019, 2021
- d. Vital Statistics 2018, 2021

The mandatory courses for Treasurer Certification:

- a. Principles of Banking 2018, 2021
- b. Cash Management 2019
- c. Municipal Accounting 2018, 2021
- d. Tax Collection 2019

Discussed TOEC conference. When is it? Topics: Grand list, BCA, taxes

Dunn's idea to call the Fall conference "Be the Change" was met with enthusiasm.

Clerks:

Jim Barlow teach Municipal Law – legal responsibility of the Town Clerk. BCA/BOA role – Lewis will contact.

Records Recording – Haskins will contact Sally O'Brien/Rachel Onuf (records recording).

Athenian – Diane Judd – Dawn Michanowicz is good leader and maybe stay to lead a general session.

Elections - Dunn – trainings on new tabulators end of March – giving one training or 6-8 in regional training? A-Z overview. Want one session at Fall Conference – Last Minute Heads Up General Election.

Treasurers:

Cash management PVR – Deana Robitaille. Haskins will contact.

Dept of Ed on Tax Collection – Haskins will contact

Homestead Tax department – Brad James – Lewis will contact

Policy for Evaluations Collections

Racht proposed two-week period to hand them in. Discussion about whether these should be done at the conference and not allowed to be done later with strong opinions on either side. Consensus was to provide a date certain: October 5, 2022 deadline.

Date printed on the form. Add the numbers 1. 2. 3. To be clear about the 3 learning points. "How will you apply this to your job." Vachon will present to the EBoard on February 17.

Sent out Certificate reminder forms on VMCTA – Vachon checks with Racht about language about the "Core 4 in Fall" on form for sign up and certification.

Fall conference finances:

\$3500 budget plus Sponsorship (Community Bank)

Certification Application

Slight updates will be made.

Racht suggested having two deadlines to decide, so between conference and July meeting trainings could be used for next certification level. Some applicants are ready for application before July, which was set to accommodate NEMCI points. Idea was not met enthusiasm as her idea did not have any details, except certificates would all be awarded at VMCTA annual conference. When this could be fit into the schedule? Hmm.

Next Meeting

After some discussion about the next meeting (Cat Herding), Vachon proposed a regular monthly Zoom meeting. In the past, the meetings had moved around as different days worked better for some. The group present decided to move forward with the third Tuesday of the month at 2 pm:

February 15, March 15, April 19, May 17, June 21, July 19, August 16

Adjournment

The meeting adjourned by consensus at 4:19 pm.