



Vermont Municipal Clerks' & Treasurers' Association

Town Clerk Curriculum

- **Four Core Mandatory Courses:**
 - **Elections – Odd Years**
 - **Municipal Law – Even Years**
 - **Recording Land Records – Even Years**
 - **Records Management – Odd Years**

Developed in 2008 by: John Cushing, President (Milton Clerk/Treasurer); Alison Kaiser, 1st Vice-President (Stowe Clerk/Asst. Treasurer); Sandra Pinsonault, 2nd Vice President (Dorset Clerk); Donna Kilty, Treasurer (Barre Town clerk/Treasurer); Donna Kinville (South Burlington Clerk/Treasurer); Colleen Haag (Shelburne Clerk/Treasurer); Ann Webster (Middlebury Clerk); Susan Haughwout (Wilmington Clerk)

Revised in 2025 by: Diana Vachon 1st Vice President (Shelburne Clerk); Tracy Borst Past President (Thetford Clerk/Treasurer); Georgette Wolf-Ludwig Past President (Fairlee Clerk/Assistant Treasurer); Bob Champagne-Willis Auditor (Treasurer Maidstone)

RECORDING LAND RECORDS

- Indexing/Best Practices
- Cross Referencing
- Deeds/Liens/Mortgages/ Supplement Indentures/Miscellaneous Instruments, etc.
- Tax Sales (30-day Notice, Report, Deed year later etc)
- Vermont Property Transfer Tax Return
- Surveys/Plats/Plans
- Retention
- Preservation
- Current Use
- Uniform Commercial Code (UCC's)
- Mobile Homes
- Cemetery Deeds
- Policies (Returning Documents, Search & Retrieval)
- Public Access
- Digitization/Transcription
- Fraud Recognition

RECORDS MANAGEMENT

- Cemetery Commission/Sexton (Burial Records)
- Disaster Recovery
- Vault Management and Security
- Record Retention Policies
- Birth, Death, Marriage Records
 - Best Practices
 - Corrections
 - Deputy Registrars
 - Certified Paper
 - Vital Records Issuance Management System (VRIMS)
 - Fraud

RECORDS MANAGEMENT (Continued)

- Licensing
 - Dogs
 - Fish & Wildlife
 - Marriage/Civil Union
 - DMV – Vehicle Registrations
 - Liquor/Catering/Tobacco
 - Green Mountain Passports
- Town Records
 - Meeting Minutes (Town Meeting & All Boards & Commissions)
 - Town Meeting/Elections Book
 - Grand List
 - E-911 Registry
 - Contracts, Agreements, Appointments, Resignations
 - Fish & Wildlife Land Postings
 - State Notice Postings – Act 250, Stream Alteration, Hazardous Material Sites
 - Inventory/Research
- Clerk Fee Report

MUNICIPAL LAW

- Knowledge and use of State Statutes
- Role of Clerk in Relation/Reporting to Other Governmental Agencies
- Understanding the Political Landscape
- Public Meeting Law
- Open Meeting Law
- Public Records Requests
- Minute Taking Requirements/Video Recordings
- Notary Services
- Keeping Up with Laws & Regulations
 - Election Laws
 - Vital Records
 - Recording
- Oaths & Bonds
- Board of Civil Authority/Abatement/Appeals

MUNICIPAL LAW (Continued)

- Town Certifier – Keeper of the Seal
- Ethics

ELECTIONS

- Checklist Management- VEMS
- Petitions
- Tabulator Training
- Polling Place Regulations
- Recruiting & Training Poll Workers/BCA
- Elections Timeline
- Local vs. State vs. Federal Election Law Requirement
- Recording of Freeman's Oath
- Absentee/Early Ballot Voting
- Pre, During & Post Election Day Duties and Reporting Requirements
- Poll Watching
- Election Law(s)
- Bond Elections
- DMV – Voter Registrations
- Charter Changes
- Media Relations
- Cybersecurity and Safety