

VMCTA EXECUTIVE BOARD  
MEETING MINUTES  
Tuesday, August 3, 2017  
Fayston Town Offices

**MEMBERS PRESENT:** President Lucrecia Wonsor, Killington; Past President Tammy Legacy, Roxbury; 1<sup>st</sup> Vice President Donna Kinville, South Burlington; 2<sup>nd</sup> Vice President Georgette Wolf-Ludwig, Fairlee; Treasurer Audra Girouard, Concord; Secretary Dawn Custer, Hubbardton; Auditor Patti Lewis, Fayston; Members at Large Karen Richard, Colchester; Diane Judd, Holland and Stacy Jewell, St. Johnsbury (via phone during discussion of the Annual Meeting)

**OTHERS PRESENT:** Priscilla Aldrich, Burke

10:08 a.m. – President Lucrecia Wonsor called the meeting to order.

**REVIEW AND APPROVE MINUTES OF June 20, 2017**

Patti Lewis made a motion seconded by Karen Richard to approve the minutes of the June 20, 2017 meeting with corrections. All were in favor. The motion carried.

**TREASURER'S REPORT**

Treasurer Audra Girouard passed out the Balance Sheet as of June 30, 2017. Diane Judd made a motion to approve the Warrant for \$3,100.52 which included mileage, Simply Put LLC, and NEMCI. The motion was seconded by Karen Richard. All members were in favor. The motion carried. Audra reported there is about \$5,464 in a Certificate of Deposit which has an interest rate of .20% and is up for renewal. Georgette Wolf-Ludwig asked what it was for. Patti Lewis explained it has been there for many years and, as the previous treasurer, she wasn't certain why. Tammy Legacy asked that money for the New England Conference be sent to Patti Lewis, the treasurer for the conference. Patti noted there will be \$10,000 in the New England Conference budget to start when Vermont next hosts it. Patti Lewis made a motion to not renew the Certificate of Deposit and to explore other options. Donna Kinville seconded the motion. All members voted in favor. The motion carried.

**NEW BUSINESS**

**A. SASE**

Karen explained some clerks are digging heels in regarding recording documents that are received without a self-addressed return envelope. Vermont League of Cities and Towns (VLCT) was asked if it could be required. Garrett Baxter, VLCT's senior attorney replied it is not in statutes. Karen had a letter written by former Milton Town Clerk John Cushing, that was put out to the VMCTA when he was its president. The email and letter were read followed by discussion. In 2010, John Cushing took the position that the sooner documentation received for recording is returned the better. Once the documents are in the town's hands the welfare of the documents is the clerk's responsibility. Lucrecia Wonsor stated she is finding more are including the envelopes. Karen suggested a legal opinion should be obtained. Donna Kinville noted in the long run it affects our townspeople.

**B. VMCTA Brochure**

Lucrecia noted VMCTA previously had a brochure. Heidi Racht, Huntington Town Clerk, was asked to update it, hopefully in time for Town Fair. Georgette stated that it would be great to have at Town Fair and suggested also having them ready to hand out to clerks who aren't members. Diane Judd suggested scholarships be added to the brochure explaining many clerks don't attend trainings because the money isn't in the budget.

## C. Annual Meeting

### i. Decorating/Attendee Gifts

Lucrecia reported Stacy Jewell wasn't available to attend this meeting – Stacy joined the meeting via phone. She noted she is willing to decorate, order gifts and do a site visit for the Annual Meeting. Georgette stated Killington has a larger variety of tablecloths and napkins than other venues but not centerpieces. Different attendee gifts were discussed and suggested. Cups, glasses, mouse pads and flash drives were discussed. Lucrecia suggested mouse pads and flash drives be explored. Stacy stated Bradshaw's already has our logo so there wouldn't be the set-up charge. Paperweights with logos were suggested.

### ii. Site Visit to Killington Grand

Volunteers to go on the site visit included Lucrecia, Georgette and Stacy. The focus would be rooms, audio video equipment and conference/workshop rooms. September 8<sup>th</sup> was suggested as the site visit date.

### iii. Possible Athenian on Sunday

Lucrecia reported she spoke to Sandra Pinsonault, Dorset Town Clerk. Pattie McCoy, former Poultney Town Clerk, is not available to do an Athenian. The book *We Band of Angels* would be discussed on the Sunday preceding the Annual Meeting. An Athenian must be six hours and would be at the Killington Town Library from 9:00 a.m. – 3:00 p.m. Lunch would be there so the discussion could continue. A charge of \$100 was suggested which would include the cost of lunch. There is no information for the Annual Meeting packets about it and Sandy has not committed to doing it yet, since Pattie is unavailable. Lucrecia stated if Sandy agrees she would send an email on the listserv.


## OTHER BUSINESS

Karen Richard asked if a gap day was still a priority in the new legislative session, explaining we need to decide where to focus our energy. The mayor of Burlington is on board. There was discussion regarding the Town of Coventry and the need for internal controls and support from select boards and townspeople for extra staff. There was discussion regarding the Annual Meeting and what to discuss under the New England Municipal Clerks Institute & Academy portion of the meeting. There is a scholarship application available online for clerks wishing to attend. Tammy Legacy thanked the Board for her eight years as a member of the E-board explaining this would be her last meeting. The Board thanked Tammy for her service. The Board agreed by consensus to purchase a public-address system, not to exceed \$200, with the education surplus.

## OLD BUSINESS

Georgette suggested instead of applications for certification being boxed they could be returned to the applicant applying for the certification with some sort of stamp. She suggested the list be kept up to date on the website for people to reference. Currently the applications are recycled. The Board agreed by consensus to return the applications with the certification. Tammy asked if committee minutes need to be saved. Lucrecia answered some clerks use the minutes as proof of having served on the committees. It is good practice to send out emails.

**Adjourn: Karen Richard made a motion seconded by Diane Judd to adjourn the meeting at 12:14 p.m. to assemble packets. All members voted in favor. The motion carried.**

Attest:   
Dawn Custer  
VMCTA Secretary