



VMCTA *news*

NEWSLETTER OF THE VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION

CELEBRATING
almost
80 YEARS!
1936-2015

In this Issue:

page 2

• President's Message

page 3

• Clerk of the Year

pages 4 & 5

• Fall Highlights

page 6, 7, 9, 10

• Towns &
Committees

page 8

• Legislative Update

VMCTA Newsletter / PR Committee

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Heidi Racht, Huntington (Chair)
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Julie Sharon, Wallingford
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Welcome New Clerks & Treasurers

As the result of Town Meeting held March 1, ten new clerks and treasurers have joined our ranks. We welcome all of them and offer any help they may need.

Tim Arsenault, Town Clerk, Vernon
Carolyn Smith, Town Treasurer, Ripton

Patti Lewis
Town Treasurer, Williamstown

Jo Jo Chlebogiannis
Town Clerk, Windham Town

Pamela Tweedy, Town Clerk, Jamaica

Kimberlee Dufresne
Town Clerk & Treasurer, Sheldon

Linda Hardy, Town Treasurer, Westford

Patricia Kulig
Town Treasurer, West Rutland

Deborah Olmstead
Town Treasurer, Hartland

Marco Tallini, Town Treasurer, Dover

Maureen Harvey Town Clerk, Duxbury

Anne Wilson, Town Treasurer, Duxbury

Welcome to Melissa Boutin, who was appointed Town Clerk in Grand Isle in 2015.

Welcome to the fourth edition of the VMCTA newsletter.

Your submissions are welcome — or feel free to contact a member of the committee with an idea.

Educational Opportunities Abound

With New Presenters and Hands-on Election Training

On April 21 (Hartland) and May 4 (Barre), VMCTA will offer its annual spring training. This one-day training is a great opportunity for new clerks and treasurers, as well as a refresher (you can always learn something) for those with experience. Each day will have panel presentations and discussion on a broad range of topics. You can benefit from the experiences and insights of your colleagues - great networking opportunities!

Registration fee is \$25 per person and includes lunch. Come for one session or the whole day.

For more information or to register: www.vmcta.org. Registration form is available at the end of this newsletter.

Pick the location that is best for you.

Thursday, April 21:

Damon Hall, 1 Quechee Road, Hartland

Schedule

8 am Registration

8:30-noon Clerk Workshop/ Treasurer Roundtable

noon-12:45 Lunch

12:45-3:30 Treasurer Workshop /Clerk Roundtable

Wednesday, May 4:

Barre Civic Center Alumni Hall, 11 Auditorium Hill, Barre

Schedule

8 am Registration

8:30-noon Treasurer Workshop/ Clerk Roundtable

noon-12:45 Lunch

12:45-3:30 Clerk Workshop/ Treasurer Roundtable

continue to page 7



Executive Board

PRESIDENT

Lucrecia Wonsor
Killington Town Clerk & Treasurer
(802) 422-3243; Fax (802) 422-3030

PAST PRESIDENT

Tammy Legacy, Roxbury Town Clerk
(802) 485-7840; Fax (802) 485-9160

FIRST VICE PRESIDENT

Donna Kinville
South Burlington City Clerk
(802) 846-4105

SECOND VICE PRESIDENT

Georgette Wolf-Ludwig, Fairlee Town Clerk
(802) 333-4363; Fax (802) 333-9214

SECRETARY

Dawn Custer
Hubbardton Town Clerk & Treasurer
(802) 273-2951; Fax (802) 273-3729

TREASURER

Patti Lewis, Fayston Town Clerk & Treasurer
(802) 496-2454, Ext. 23; Fax (802) 496-9850

AUDITOR

Kathie Felch, Orange Town Clerk
(802) 479-2673

MEMBERS AT LARGE

Term until 2016

Tracy Borst
Thetford Town Clerk
(802) 785-2922, Ext. 10; Fax (802) 785-2031

Karen Richard
Colchester Town Clerk & Treasurer
(802) 264-5500

Donna Kelty, Barre Town Clerk & Treasurer
(802) 479-9391; Fax (802) 479-9332

Stacy Jewell, St. Johnsbury Town Clerk
(802) 728-4331

Kimberly Moulton
Hyde Park Town Clerk & Treasurer
(802) 888-2300; Fax (802) 888-6878

President's Message

A message from VMCTA President Lucrecia Wonsor

Everyone, I am sure is breathing a sigh of relief now that Town Meeting and the Presidential Primary are well behind us. It was a busy day with practically every voting district seeing record voter turnout. I would like to extend a warm welcome to all



VMCTA President Lucrecia Wonsor at 2015 Conference. Photo: Deb Beckett

the new Clerks and Treasurers and would like to congratulate those Clerks and Treasurers who were reelected. Whether you are new or not so new, know that the VMCTA and your fellow Clerks and Treasurers are here to help you and answer any questions you have.

Hard to believe it has been six months since the VMCTA Annual Meeting and Conference. I am honored and humbled to be serving as your President.

The Executive Board has been busy reviewing and updating the Officer and Committee Descriptions. We hope to have the updated descriptions on each Committee's page in time for the 2016 Annual Meeting in September. VMCTA could not operate without all the work done by its Committees:

- Karen Richard and the Legislative Committee have been hard at work testifying on various bills and keeping a watchful eye for

legislation that affects Clerks and Treasurers. A weekly Legislative Report is posted on the Legislative Committee page on Fridays and lists all the bills pertaining to Clerks and Treasurers and their status.

- Georgette Wolf-Ludwig and the Education & Certification Committee have been working on the New Clerk & Treasurer Spring Trainings. Those will again be held in Hartland and Barre City on April 21 and May 4, respectively. This Committee is also already at work planning the Education Sessions for the Annual VMCTA Conference in September in Stowe. Hope you have penciled in the dates of September 19-20 and are planning to attend.

- Donna Kinville and the new Curriculum Committee will be working on reviewing and updating the curriculum list for both Clerks and Treasurers.

- Bobbi Brimblecombe and the Municipal Records Committee are at work updating the Best Practices Handbook, looking at Retention Schedules and a Retention Handbook, E-Recording and compiling a list of legislative changes to work on with the Legislative Committee.

- Nellie Noble and the Fundraising Committee are always looking for fundraising ideas to supplement our Annual Meeting fundraisers. Their efforts help to provide extra funding to keep member costs down.

- Priscilla Aldrich and the Membership Committee keep our member list current and will soon be sending out renewal applications.

- Heidi Racht and the Newsletter and Public Relations Committee have put together this and other wonderful newsletters to keep our members informed and to help recognize those Clerks and Treasurers who have achieved awards and certifications.

- Other Committees which are more active closer to the Annual Meeting, ie, Budget, Awards, Nomination and Constitution also do their part in keeping VMCTA running smoothly.

To all who serve on these Committees, thank you for your time and commitment to VMCTA!

Clerk of the Year

Excerpts from presentation by VMCTA President Tammy Legacy:

Clyde Jenne was born and raised in Hartland, Vermont. He remembers from when he was a young child of where people lived and stories that his father told him about people. His father and grandfather kept diaries of their days in Hartland and he has read them all and retains the information.

He was Town/School Moderator from 1982 to 1995. During that time, he also had a diner in Hartland for a few years. He had a great following at the diner and his French toast that he served at the diner was written up about in the LOS ANGELES TIMES as the “best French toast in America.”

After he got out of the diner business, he became Lister from 1990-1994. He was very good at that job as he remembers people’s house and noticed any changes.

In 1994 when the Town Clerk retired, he ran for the position against five women. He was the only man running and he won. He says, “The best man won.”

People who are doing genealogy searches love him as he can tell stories of their families. He

never lacks for something to say when people come into the office.



Clyde Jenne of Hartland, 2015 Vermont Clerk of the Year, at the VMCTA Annual Conference banquet. Photo: Deb Beckett

Recently, some people from Barre came in who were doing the 251 club. They wanted information on Hartland so I told them to speak to Clyde as he would tell all about Hartland and then some. After their talk with Clyde, they came back and said I was right what I had said about “everything and then some.” They had a fun time and that is what he tries to do for people: give them the information with a little humor, as well.

He was the announcer for the Hartland Old Home Day parade on July 4 for the past 25 years. This year, instead, he went to Plymouth State Park for Calvin Coolidge Day as Coolidge is his favorite president.

And when he is not in Hartland he can be found dancing with the Ed Larkin Dancers around Vermont and he is always at the Tunbridge World’s Fair.

Clyde belongs to the Hartland Historical Society. The history of Hartland is in his brain and Hartland is in his heart.



History Note

After being in office since 1988, when my office/vault was brand new, I am doing a major overhaul. Taking each folder out and sorting through.. etc.

Oh the stuff I’m coming across and saying, “Why did I save that!”

Found the application to get electric service for the School House dated October 28, 1963... 1963 is when power first came to Granby....

—Nellie Noble, CVC/CVT
Town of Granby

Fall Conferences Highlights

VMCTA 2015 Annual Conference

Our Annual Meeting was held at the Stowe Inn & Resort on September 21 and 22.

Former Governor Jim Douglas started the conference with a humorous look at why we should serve in public office. If you have never heard Jim speak be sure to take the next opportunity. He was amazing! We heard from John Cushing, Suzie Haughwout and Pattie McCoy who taught us about how important communication is in our jobs and lives. There were classes on Foreclosures, Life Estates and Trusts, Preparing for an Audit, Vermont Elections Management System, Treasurer topics with State Treasurer Beth Pierce. On Tuesday, there were classes on Open Meeting Law, Public Records Act and Unclaimed Property. Carol Ann Small had everyone laughing and understanding the importance of lightening up. There was much class participation as we all had a balloon attached to our ankles while the other attendees tried to pop them. It really was an informative and comical session. The conference closed with Kathy Scheele and other retired clerks and treasurers discussing the transition from public to private life when they left public service. Many educational opportunities will be offered this September 19 and 20 when we will once again visit beautiful Stowe. If you have never been to the Annual Conference, make plans now as it is definitely worth attending.

Fun at the VMCTA Annual Conference



<http://www.vmcta.org>

NEACTC 2015 Annual Conference

Bridge to Knowledge

Vermont hosted the 2015 New England Association of City and Town Clerks Annual Conference in the beautiful town of Woodstock. As always,



Some of the NEACTC Conference organizing team, from left, Lucrecia Wonsor, Tammy Legacy, Deb Hawkins, Patti Lewis, Sandy Pinsonault, Pattie McCoy, Donna Kinville and Karen Richard. Table centerpiece, right, highlights the theme of the New England Association of City and Town Clerks Conference, held in Woodstock in mid-November. Photos, courtesy of Deb Hawkins



the conference did not disappoint. Attendees were treated to some fantastic educational offerings. The conference started with Leslie Schreiber who taught us how to incorporate problem solving with humor. Kathie Novak taught us using the leadership lessons of Dr Seuss. If you haven't read a Dr Seuss book lately, do so, and realize there are life lessons that apply to adulthood as well as childhood. The final speaker was Carmen Blandin Tarleton.....what can I say.....she was inspiring. She had industrial strength lye thrown on her by her ex-husband. However, that is not what you come away with after hearing her speak. She had a life changing experience that could have left her feeling sorry for herself and bitter. Instead, she is choosing to share her message of forgiveness and absolute strength. She is an amazing woman!

We were able to visit Billings Farm and Museum. It was like a visit back in time. The farm animals seemed happy with the attention as well. Vermonters once again outdid themselves as host to the conference. This year's conference will be held in Boston, Massachusetts on November 15-17.

Jayne Pratt taking part in the 21st Annual Dale Oles & Jeanne Clark Golf Tournament as part of the VMCTA Annual Conference. She has organized this annual event over the past several years. Photo: Deb Beckett



NEACTC Conference in Woodstock



From top left: Bruce Locke, Assistant Town Clerk of Hartland, who catered the evening event at Billings Farm; participants at table team-building activity; Vermonters at the conference; Priscilla Aldrich and Donna Kinville serve homemade pie and ice cream at Billings Farm; NEACTC President Sandy Pinsonault addresses the attendees; Alison Kaiser receives the Oath of Office from Vermont Secretary of State Jim Condos as she becomes the Fifth Vice President on the NEACTC Board. Photos: Heidi Racht

Our Towns: New Offices!



Ann Webster sent in this stunning picture of Middelbury's new town offices under a rainbow. They moved in the end of March and opened for business on April 4, 2016. The Town Clerk is now located at 77 Main Street. Webster said, "We are loving our new space!" Photo: Leoloni Coathup



Karmen Bascom shared this photo of the new town offices in Royalton, Photo: John Breault

News from the Education Committee

The Education Committee is off to a good start this year. We are excited about the New Clerks and Treasurers Spring Trainings which will have much information for clerks and treasurers of all experience levels and the opportunity for meeting some new faces - and giving and receiving support.

We have started to work on our educational sessions for the VMCTA Conference and Annual Meeting on September 19-20. This year's educational sessions will focus on Elections and Vital Statistics for Clerks and Principles of Banking and Municipal Accounting for Treasurers. These are some of the classes required to become a Certified Vermont Clerk (CVC) and/or Certified Vermont Treasurer (CVT). Certification information can also be found on the VMCTA website.

This summer, we will be reviewing applications for certification - and look forward to our role in helping our colleagues achieve certification. Certifications and Advanced Certifications are awarded at the Annual Conference in September.

We are also in the process of updating our committee description in hopes to better identify our duties.

Please feel free to contact the Ed Committee with any questions, concerns or recommendations you might have.

— Submitted by Georgette Wolf-Ludwig

VMCTA Committees

The following is the VMCTA Committee List:

- | | |
|--------------------------------------|-----------------------------|
| Awards | Legislative |
| Budget | Membership |
| Certification & Continuing Education | Municipal Records |
| Constitution | Nominating |
| Curriculum | Public Relations/Newsletter |
| Fundraising | Scholarship |
| | Website |

If you are interested in being on one (or more) of these, please visit this link: http://www.vmcta.org/index.asp?Type=B_BASIC&SEC={D688563A-F6B9-485D-A4CC-8571380A3033}

<http://www.vmcta.org>

Certification & Continuing Education Committee

Georgette Wolf-Ludwig, Fairlee
(Chair)

Karmen Bascom, Royalton

Deb Beckett, Williston

Tracy Borst, Thetford

LaDonna Dunn, Westfield

Clyde Jenne, Hartland

Heidi Racht, Huntington

Update on Waterbury: New Office at Last!



Waterbury Town Clerk Carla Lawrence sent in a photo last spring of the town records that had been kept in a storage container for over four years since Tropical Storm Irene hit the town hard in 2011. She commented that, elected in 2008, she had been in temporary quarters in the Main Street Fire Station for more years than she had been in the former municipal office. These photos show the town vault under construction last summer; the new municipal offices, still on Main Street but on much higher ground along with the expanded Library in the historic Janes House seen above, right; and, the new spacious vault in Waterbury, shown at right.



VMCTA Spring Training continued from page 1

Topics for Clerks

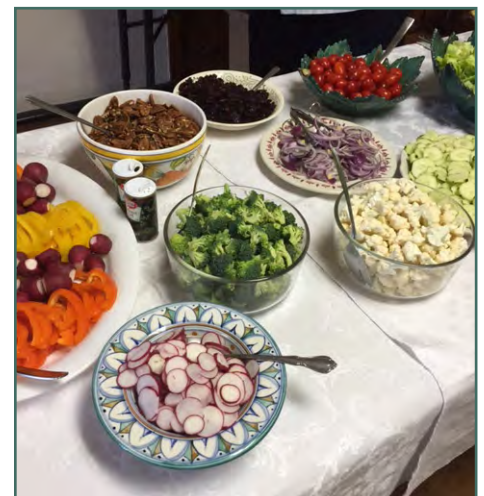
- Vitals & licensing basics
- Land records basics
- Public records retention
- Elections - Introduction into preparing and running an election. Setting up a calendar.
- VEMS Roundtable: The Elections staff from the SOS Office will be leading this review of some basic VEMS procedures. Bring your questions. Discussion lead by fellow clerks.

Topics for Treasurers

- Tax Collection
- Cash Handling and Ethics. The checks and balances that every office needs, what is an ethic issue and a self-audit checklist will be presented.
- Principles of banking (investments, checking accounts, etc)
- Fiscal year-end closing and audit preparation
- Roundtable: Bring your questions

See registration form at the end of this newsletter. Contact Georgette Wolf-Ludwig directly for registration for Hartland (April 21): 802-333-4363 or townclerk@fairleevt.org by end of day on April 15.

Karen Richard tried to capture the colorful and tasty - and healthy - spread created by Bruce Locke (check him out on page 5) and served at the VMCTA New Clerk and Treasurers Training in Hartland last spring.



Legislative Update

- Requested that town fees be put on a cycle where they would be reviewed every three years, similar to State agencies.
- S. 94 allow a municipality to vote to authorize its legislative body to appoint its municipal clerk or treasurer. Currently, a town would have to create a charter to appoint the positions, and the charter would have to be approved by Legislature. It is a lengthy process. Many towns have created charters in the last few years for this purpose. This bill would eliminate the creation of the charter and allow a municipality to vote for the change. It would not mandate all towns to change, but enable the towns that struggle to hire a clerk or treasurer from their own town.
- H 640 Expenses for repair of town cemeteries. The bill proposes to eliminate the \$500 annual cap on cemetery funds for town cemetery repairs and allow those repairs to be made in accordance with the Town funds maintained for that purpose.
- H629 Amend statutes related to the administration and issuance of vital records. This is a lengthy bill with a lot of ambiguous language re: birth records. It proposes to have an electronic system for birth records. There will be a summer study committee and a clerk is invited to participate in that study.
- H458 Automatic voter registration through motor vehicle driver's license applications. This bill allows a person over the age of 18 to automatically register to vote when they apply for their driver's license.
- Follow up to Election Day Registration: Last year, we were promised that we could propose language to provide some procedures for the implementation for EDR, since the effective date is 2017. After working closely with Maine and New Hampshire colleagues we

Legislative Committee

Karen Richard, Colchester (Chair)
Deb Beckett, Williston
Dawn Custer, Castleton
George Colburn, Sutton
Carol Dawes, Barre

requested: 1.) a gap day for voter registration 2.) a gap day for early voting 3.) some proof of residency with the person's name attached and 4.) the ability to deposit absentee ballots into the tabulator the day before an election.

If H458 passes with the proposed amendment, we will be able to deposit the ballots the day before an election. Two other items are under consideration by the SOS

office and could possibly be introduced in their miscellaneous election bill next year. We have not been able to convince them of the proof of residency issue.

The committee will continue to work on your behalf for the issues that affect our offices. We will work with the Land Records Committee soon in hopes of updating the land record statutes.

—Submitted by Karen Richard,
on behalf of the Legislative Committee

Historic Moment: Postage Rates Go Down

Stamp prices changed on April 10, 2016.

Forever stamps are adjusted as follows:

- First-Class 1 oz. stamp .49 to .47
- Stamped Envelopes .62 to .59
- Stamped Postcards .39 to .38

Non-denominated (NDN), stamps are adjusted as follows:

- First-Class 2 oz. stamp .71 to .68
- First Class 3 oz. stamp .93 to .89
- First Class Additional .22 to .21
- Postcard Rate .35 to .34
- International 1 oz. Letter 1.20 to 1.15

Extra Services are adjusted as follows:

- Domestic Insurance Starting at \$2.20 to starting at \$2.10
- Registered Mail Starting at \$12.00 to starting at \$11.70
- Signature Confirmation \$3.00 to \$2.90
- Certified Mail \$3.45 to \$3.30
- Return Receipt \$2.80 to \$2.70

Note: There is NO change to the Breast Cancer Research and Save the Vanishing Species stamps. Both remain at .60 cents.

—Nellie Noble, CVC/CVT

NEMCIA Registration Now Open

The New England Municipal Clerks Institute and Academy is an intensive program of continuing professional education and advancement where Clerks develop and maintain a high level of administrative expertise needed for the successful operation of increasingly complex municipal government.

Registration for the upcoming session (July 9 -15, 2016 at Plymouth State University in Plymouth, New Hampshire) is now open.

For more information visit the website at www.nemcia.org or contact Board Chair and Stowe Town Clerk-Treasurer Alison Kaiser (akaiser@townofstowewt.org).

NEMCI Graduates



Hyde Park Town Clerk Kim Moulton and Huntington Town Clerk Heidi Racht graduated in July from the the New England Municipal Clerks Institute (NEMCI), a three-year program that offers a variety of skills and training. The two Vermonters received recognitions at the graduation ceremony. Moulton received the General Code Award. Racht received the Dr. Clyde McKee Award. Racht shared the honor with the Assistant City Clerk of the City of South Portland, Maine. Both received a scholarship toward attendance at the NEMCI Academy in 2016.

Racht has been involved in a variety of projects and Boards for the past 35 years or so and has been Town Clerk for 10 years. Moulton has been Town Clerk/Treasurer since 2009 and was elected Delinquent Tax Collector at Town Meeting this year. Additionally, Moulton attained her Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC) this past fall.

Green Thumbs at Work Garden Grant Winners Announced Killington Town Office is Recipient

The Vermont Department of Health and Vermont Community Garden Network have awarded 10 food garden grants to small businesses and organizations around the state.

The Green Thumbs at Work garden grant winners will each receive \$500 for materials, a \$250 gift certificate to Gardener's Supply, and \$1,000 in technical assistance from Vermont Community Garden Network and garden expert Charlie Nardozzi.

The grant winners were selected based on readiness to develop a workplace garden, including commitment to workplace wellness efforts, the ability to provide matching funds and in-kind services for garden development, a plan for employee participation, and clear articulation of how the garden will help meet employee wellness goals.

The Green Thumbs at Work program provides a means of physical activity and stress reduction, increases access to fresh produce, and promotes opportunities for other wellness activities. Workplace gardens can also increase employee engagement, camaraderie, and healthy behavior.

The technical assistance provided through the grant program helps each business determine the type and size of garden that best meets its needs, and develop strategies for engaging employees, ensuring the garden will be successful throughout the season and for years to come.

Twenty-six businesses and organizations have benefitted from the Green Thumbs at Work Grant since it started in 2014.

The grant program is a collaboration between the Vermont De-



Killington Town Clerk/Treasurer Lucrecia Wonsor accepts a garden grant for the Town of Killington Offices. With her are Libby Weiland, Statewide Network Coordinator of the Vermont Community Garden Network, and Charlie Nardozzi.

partment of Health and Vermont Community Garden Network, in partnership with Charlie Nardozzi, Blue Cross and Blue Shield of Vermont, and Gardener's Supply.

For more information: <http://vcgn.org/green-thumbs-at-work> or call (802) 861-4769.

Into the Woods



In September 2014, the tri marker for the Richmond, Bolton and Jericho boundary was found and the clerks went into the woods on a beautiful Saturday to see the tree that sits in three towns. Bolton Town Clerk Amy Gover is holding the Bolton Seal, Wright Preston of Richmond has the Richmond Seal and Jericho Town Clerk Jessica Alexander and dog Emmett are with the Jericho seal. Photo: Heidi Racht



In December 2013, the intrepid clerks found the tri marker for the Bolton, Underhill and Jericho boundary on the US Government Range. They were escorted by Underhill Town Clerk Sherrri Morin's husband Mike, a member of the Vermont National Guard. Sherrri Morin is standing furthest back in Underhill, Bolton Town Clerk Amy Grover is standing in Bolton and Jessica Alexander, Jericho Town Clerk is sitting in Jericho. Photo: Mike Morin.

Fundraising Committee

Nellie Noble (Chair), Granby
Karmen Bascom, South Royalton
Priscilla Aldrich, West Burke
Alison Kaiser, Stowe
Diane Judd, Holland
Sandy Pinsonault, Dorset

Website Committee

Lucrecia Wonsor, Killington (Chair)
Bobbi Brimblecombe, Marshfield
Donna Kelty, Barre Town

PR for You

The VMCTA Newsletter and PR Committee would love to get information from you, so we can produce information about our profession and distribute it to media and governing boards (i.e., those who set the budgets that include the salary of the clerk/treasurer). When we have news about accomplishments like certifications, awards and more, we would love to send out a press release to your local newspaper and an announcement to your Selectboard or Council chair.

Help get the word out! We will all benefit from more news about what we do.

Please take the time to fill in the spreadsheet that was sent to the VMCTA listserv or download it from the website (hopefully, a one-time effort that can be merely updated) and send it back soon. It is a spreadsheet, rather than a PDF, so the information can be typed in and edited efficiently, copied and inserted into a release and doesn't have to be retyped. It will take some time to put in the in-

formation, but, please remember, it will help the Committee to do this easily, which means it will actually get done.

If you have a photo of yourself that we can keep on file, please send it in, too. Visuals in a newspaper ALWAYS create more interest.

Thanks very much.

—Heidi Racht
for the Newsletter/PR Committee



Vermont Municipal Clerks' & Treasurers' Association
New Clerk and Treasurer Training



April 21, 2016 in Hartland Town offices, 1 Quechee Road
 May 4, 2016 in Barre Civic Center Alumni Hall, 20 Auditorium Hill

Name: _____

Title: _____ Town _____

Mailing Address: _____

Town/City: State: Zip: _____ E-mail: _____

Fee: \$25.00

Please mark which training you will be attending and *circle* which sessions you will be attending. This allows us to have the appropriate number of handouts available. The detailed agenda appears on the next page.

_____ Agenda for April 21st in Hartland:

8:00am	Registration begins
Morning sessions:	Clerk's Workshop OR Treasurer Roundtable
Afternoon sessions:	Treasurer's Workshop OR Clerk's Roundtable
3:30pm	Safe Journey Home

_____ Agenda for May 4th in Barre:

8:00am	Registration begins
Morning sessions:	Treasurer's Workshop OR Clerk's Roundtable
Afternoon sessions:	Clerk's Workshop OR Treasurer's Roundtable
3:30pm	Safe Journey Home

Please note that the agendas for these 2 locations are reversed for morning and afternoon sessions but the training topics remain the same.

Lunch will be provided and is included in the cost of the training.

Please indicate your sandwich choice: Ham _____ Turkey _____ Veggie _____

Please indicate if you have any special dietary needs: _____

RETURN THIS FORM & A CHECK PAYABLE TO VMCTA TO:

Georgette Wolf-Ludwig, Fairlee Town Clerk
 PO Box 95
 Fairlee, VT 05045