



NEWSLETTER OF THE VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION

**CELEBRATING
88 YEARS!
1936-2024**

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Heidi Racht
Newsletter Design / Edit

Welcome to the 13th edition of the VMCTA newsletter.

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

Fall Conference in Montpelier

Looking Forward to Seeing Our Friends & Peers in the Fall!

Our latest flooding earlier this month has been challenging for Vermont Clerks and Treasurers as we work our way through the devastation that many towns and cities, experienced as a result of Hurricane Beryl.

Due to flood damage a year ago, we moved our Annual Meeting and Fall Conference in September 2023 to the Lake Morey Resort in Fairlee from the Capital Plaza Hotel in Montpelier. But, we are pleased to report that we will be in Vermont's capital in September. Although Montpelier once again experienced July flooding, we will be able to gather there for educational workshops, inspira-

tional conversations with our colleagues and creative socializing, and sightseeing.

Additionally, clerks will have an opportunity for a day of election training, conducted by the Elections team at the Secretary of State's Office on September 10 – the day before the conference.

Meet with vendors who will be onsite to answer your questions about their services and products.

Bring your spare change for fun fundraising for VMCTA: a Silent Auction and 50/50 raffle, and lots of door prizes and vendor raffles.

For more information: www.vmcta.org.

Welcome New Vermont Clerks & Treasurers & Assistants

Retirements, elections, appointments. We have had many changes in the faces of the clerks and treasurers serving our Vermont communities. We welcome all our new colleagues and offer any help they may need. And we wish well our colleagues who have decided to move on to new fun adventures or to enjoy time with family members of all ages, or staying at home gardening, reading, whatever it is that those who retire do, we hear they are all quite busy!

Here are some of the names, provided by the Vermont Secretary of State's Office and by their neighboring clerks and treasurers, of our new colleagues:

Hello! 2022

Danielle James Choiniere, Alburgh

Hannah Regier, Athens

Rachel Giroux, Berlin

Alyssa Reynolds, Chittenden

Lynn Parah, Fairfax

Cynthia Epinette, Glover

Tracy L. Kapusta, Rutland City

Nicole Robtoy, Saint Albans City

Penny Austin, Vergennes

Deborah Messier, Walden

Karen Petrovic, Waterbury

Deb Benoit, Waterford

Elaine Cashin, Westmore

Ellen McDuffie, Windham

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Executive Board

PRESIDENT

Diane Judd, CVT/CVC/MMC
Holland Town Clerk & Treasurer
(802) 885-4440; Fax (802) 895-4440
holland1805@hotmail.com

PAST PRESIDENT

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

FIRST VICE PRESIDENT

Diana Vachon, Shelburne Town Clerk
(802) 985-5116; Fax (802) 985-9550

SECOND VICE PRESIDENT

Sara Haskins, MMC, CVC, CVT
Morristown Town Clerk & Treasurer
shaskins@morristownvt.gov

SECRETARY

Karmen Bascom
Royalton Town Clerk & Treasurer
townclerk@royaltonvt.gov

TREASURER

Susan McNamara-Hill
Essex Junction City Clerk & Treasurer
susan@essexjunction.org
802-878-6944 Ext 1623

AUDITOR

Sue Gage
Brandon Town Clerk & Treasurer
sgage@townofbrandon.com
(802) 247-3635, Ext. 203; Fax (802) 247-5481

MEMBERS AT LARGE - 1 Year

Charlie Degener, Woodstock Town Clerk
clerk@townofwoodstock.org
(802) 457-3611; Fax (802) 457-2329

John Odum, Montpelier City Clerk
jodum@montpelier-vt.org

MEMBERS AT LARGE - 2 Years

Therese Lounsbury
Wilmington Town Clerk
tlounsbury@wilmingtonvt.us
Sally Ober, Lincoln Town Clerk
clerk@lincolnvermont.org

Greetings from Your President

I can hardly believe it's been almost a year since I was sworn in as the VMCTA President.

The Education Committee has been hard at work creating education opportunities for all of us. If you have not attended one of our First Thursday training sessions, I urge you to sign up. Coming up in September is our Annual Conference. There are many great sessions to attend. As you all know, we will be in our State Capitol of Montpelier. Thankfully, the Capitol Plaza Hotel did not suffer major damage in the recent floods....phew!

We were once again present at the State House in the card room in February. We had great representation for the day led by our Legislative Committee Chair Tim Arsenaault as well as several other Clerks and Treasurers who volunteered their time to answer questions and promote our organization.

Star Chapter has been up and running. Online registration for our membership renewals as well as conference registration has been working well and has received tweaks to make it even better.

Many of you have stepped up to work on our various committees and I thank you very much for that. If you haven't considered being on a committee, I urge you to check them out on our website.

If you haven't seen the announcement about the ELECTION SUMMIT to be held the Tuesday before our conference, there is a link on our website. I know there are many new Clerks who are looking for election information and this will be a great way to get it. Please don't let it keep you from attending both days of our VMCTA Annual Conference, as there will be valuable education there, as well. I can't say enough about networking at any of our education offerings. Getting to know your fellow Clerks and Treasurers is so valuable.

My accessible voting machine was updated yesterday for our August Primary....effortless on my behalf as I didn't have to struggle with it as I had requested a representative to do it for me. Many thanks to our Secretary of State Sarah Copeland-Hanzas for hearing our distress and coming up with a solution!

Hoping to see you all in September!

—Diane H Judd, CVC, CVC, MMC



Here is a link to a message from Vermont Secretary of State Sarah Copeland Hanzas about the elections process:

<https://youtu.be/E2TKdTs0o6I>

Several of our colleagues are part of this informational message.

Feel free to share the link on your town's website or with your voters on social media.

Tracy Borst Receives the IIMC National Award

Tracy Borst was first elected as Town Clerk of Thetford in 2003 and has served the town for over 20 years. She is a Certified Municipal Clerk, a Vermont Certified Municipal Clerk Summa Cum Laude and a Master Municipal Clerk. She has been on the Board of Directors of NEMCI (New England Municipal Clerk's Institute & Academy) since 2016, serving as its Chair from November 2019 through November 2022. She is currently the Fourth Vice President of the New England Association of City & Town Clerk's Association (NEACTC).

Many letters of recommendation and support for Tracy to be honored with the IIMC 2023 Institute Director Award of Excellence. Jim Ognibene of Visioneer Learning stated, "Tracy Borst, while serving as New England Municipal Clerks Institute Director, led the process of bringing clerk education online. She let this and many other projects to make sure the Institute continued to serve the clerk community during COVID and post-COVID. These online educational offerings were extended to all clerks nationwide and in Canada. We celebrate these wonderful accomplishments."



In the award announcement, IIMC Executive Director Chris Shalby noted: "We value our Institute Directors highly and are cognizant of the effort, work and passion that they provide to help our members regarding their professional development."

The award was established by IIMC in 1994 to acknowledge the exceptional contributions made by an Institute Director in promoting quality education for municipal clerks. This is a well-deserved honor to recognize Tracy's dedication to clerk education."

On a personal note, I have worked on and off with Tracy as the Selectboard assistant since returning to Vermont in 1999. Her dedication to clerk education is matched with her dedication to the residents of Thetford, and to all the personnel who work with her in the Town Hall. I was honored to be appointed as her assistant in 2020, while she deftly adapted to COVID restrictions while maintaining consistent service to the Town of Thetford. Not to mention running a smooth Presidential Election during a lock-down.

It has been my pleasure to work with Tracy and to support her while she continues to devote herself to the amazing people we call Municipal Clerks. Congratulations again, Tracy!

—Martie Betts, Assistant Town Clerk/Treasurer, Thetford



In a notice of the award sent by email, Kathleen Montejo, MMC, CCM, RP of Lewiston, Maine, wrote:

"Our very own Tracy Borst, Town Clerk of Thetford, Vermont, has been selected by IIMC to receive the 2023 Institute Director Award of Excellence! This is a very prestigious award and the first time it has been bestowed upon an Institute Director from Region 1.

Well Done!

Patti Lewis, Fayston Town Clerk for achieving her Master Municipal Clerk Certification from IIMC (International Institute of Municipal Clerks) in September 2021.

Elizabeth Grant, Winhall Town Clerk, who earned her MMC (Master Municipal Clerk) in December 2023.

Sara Haskins, Town Clerk of Morristown, who earned her MMC (Master Municipal Clerk) in January 2024.

Anita Sheldon, Town Clerk of Manchester, who earned her MMC (Master Municipal Clerk) in January 2024.

In Vermont, approximately ten active clerks have this prestigious designation; in the United States, there are 1475, according to the IIMC list.

The MMC program is the second and more advanced of the two professional designations granted by IIMC. The MMC program is an advanced continuing educa-

tion program that prepares participants to perform complex municipal duties. The program has an extensive and rigorous educational component and a professional contribution component. MMC applicants must demonstrate that they have actively pursued education and professional activities.

Deb Tanguay, Town Clerk of Coventry, on earning the prestigious Certified Municipal Clerk, CMC, designation from the International Institute of Municipal Clerks (IIMC) in January 2023.

Sue Moraska, Assistant Clerk, Town of Shelburne, earned CMC, in June 2023.

This honor was achieved after training and community and professional service. Vermont has 17 CMCs among the active clerks with a total of 21 on the current IIMC list since 1996. Nationally, there are 4604.

Vermont Certifications in 2021

Certified Municipal Clerk

Diana Vachon, Shelburne
Susan McNamara-Hill, Essex
Stacy Jewell, St. Johnsbury
Kathleen Neathawk, Rockingham

Certified Municipal Treasurer

Tracy Borst, Thetford
Susan McNamara-Hill, Essex
Kristie Wadsworth, Thetford Assistant Treasurer

Certified Treasurer Cum Laude

Diane Judd, Holland

Certified Treasurer Magna Cum Laude

Patti Lewis, Fayston

Certified Clerk Magna Cum Laude

Donna Kinville, South Burlington
Heidi Racht, Huntington

Vermont Certifications in 2022

Certified Municipal Clerk

Mitzi Fleming, Morristown Assistant Clerk
Susan Moraska, Shelburne Assistant Clerk
Deb Tanguay, Coventry
Julie M. Weber, Pownal

Vermont Certifications in 2023

Certified Municipal Clerk

Martie Betts, Thetford Assistant Clerk
Sally Ober, Lincoln

Certified Municipal Treasurer

Barbara Courchesne, Springfield
Susan Moraska, Shelburne Assistant Treasurer
Robert Champagne-Willis, Maidstone

Certified Municipal Clerk, Advanced Level I

Karmen Bascom, Royalton
Elizabeth Grant, Winhall
Sara Haskins, Morristown
Susan Moraska, Shelburne Assistant Clerk
Debra Tanguay, Coventry

Certified Municipal Treasurer, Advanced Level I

Sara Haskins, Morristown

Certified Municipal Clerk Cum Laude

Jessica Alexander, Jericho
Lisa Bragg, Strafford
Carol Dawes, Barre City
Regina Josler, Strafford Assistant Clerk

Certified Municipal Treasurer Cum Laude

Carol Dawes, Barre City

Certified Clerk Summa Cum Laude

Patti Lewis, Fayston

Clerk of the Year



Richmond Town Clerk, was named the 2022 Vermont Clerk of the Year. She is seen here with Richmond Selectboard Chair Jay Furr, who surprised her with a bouquet of flowers from her town. Photo: Heidi Racht



Congratulations to LaDonna Dunn, Town Clerk of Westfield, who was named the 2023 Vermont Clerk of the Year. Here, she is congratulated by past VMCTA President Tracy Borst. Photo: Tim Arsenault



Donna Kinville, South Burlington City Clerk, was named the 2021 Vermont Clerk of the Year. She received this award from VMCTA President Tracy Borst at the banquet at the VMCTA Annual Conference. Here she is at the conference registration table with Stacy Jewell, St. Johnsbury Clerk/Treasurer. Photo: Heidi Racht

Calgary Conference a Great Opportunity

Attending the IIMC annual conference in Calgary, Canada, in May 2024 was an enriching experience for several Ver-

In Vermont absentee voting is accessible to all registered voters; when requested absentee ballots for all major parties are mailed to the registered voter, ensuring they can participate in the primary of their choice. They must return their voted ballot in the voted ballot envelope and must return their unvoted ballots in the unvoted ballot envelope; together both of these envelopes must be returned to the town clerk by election day to be counted. If the unvoted ballots are not returned, the entire vote is spoiled. As we prepare for this primary election, we remind voters to carefully follow the instructions for returning their ballots to ensure their voices are heard. The November General Election will be here soon enough, with the state mailing ballots to all registered voters.



Vermonters in Calgary, from left: Tammy Legacy, Patti Lewis, Diana Vachon, Diane Judd, Peggy Neisner, Al Bilka, Tracy Borst, Sandy Pinsonault, Beth Grant

mont town clerks. It was a great opportunity to meet and learn from town clerks from all over the world. We enjoyed exploring Calgary and even took a trip up to the Canadian Rockies. The webinars we attended covered topics like how technology is changing local government, effective community engagement strategies, and innovations in election administration, which will greatly benefit our work back in Vermont. We are grateful for the opportunity to participate in such a well-organized and enjoyable event. Enjoy the attached picture of most of the Vermonters in attendance and now we are back at our desks gearing up for the Vermont state primary.



Wishing you a summer filled with sunshine, laughter and unforgettable adventures!

—Tracy Borst, MMC & CVC
NEACTC 3rd Vice President
Thetford Town Clerk & Treasurer

*Above: Clerks on the Beach. A visit to Banff's Lake Minnewanka.
Left: Sandy Pinsonault, Tammy Legacy and Al Bilka.
Photos, courtesy of Diane Judd*





Open to the first 95
VMCTA members
who signup.

Register online at:
www.vmcta.org

FIRST THURSDAY TRAININGS

30-minute presentation ~ 30-minute Q & A

**Free for all
active
VMCTA
members!**

Feb 1 - Primary Tips (78 attendees)
March 7 - Post Town Meeting Requirements (49 attendees)
April 4 - Intro to Records Management (44 attendees)
May 1 - How to become certified (51 attendees)
June 6 - August Primary (97 attendees)
August 1 - Vermont Statewide Parcel Program Updates
September 5 - TBD
October 3 - Diversity, Equity & Inclusion
November 7 - TBD
December 5 - TBD

4 - 5 PM

virtual via Zoom

Sponsored by the VMCTA Certification & Continuing Education Committee

Certification & Continuing Education Committee

Clyde Jenne, Hartland
Heidi Racht, Huntington
Jessica Alexander, Jericho
Elizabeth Karle, Mt Holly
Sara Haskins, Morristown (Chair)
LaDonna Dunn, Westfield
Therese Lounsbury, Wilmington
Charlie Degener, Woodstock

VMCTA Committees

The following is the VMCTA Committee List:

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

Check out the VMCTA website for a description and
find one that suits your interests and talents.
And get involved!

Legislative Committee

Tim Arsenault, Vernon (Chair)
Bobbi Brimblecombe, Marshfield
Carol Dawes, Barre City (Ad Hoc)
Hilary Francis, Brattleboro
Marlene Hall, Shaftsbury
Stacy Jewell, St. Johnsbury

Webmaster Committee

Lucrecia Wonsor, CVC, CVT, MMC
Killington (Chair)
Bobbi Brimblecombe, Marshfield
Maggie McCormick, Panton
Michelle Warren, Craftsbury

Fundraising Committee

Mitzi Fleming, Morristown (Chair)
Karmen Bascom, South Royalton
Jill Gifford, Stockbridge
Elizabeth Grant, Winhall
Marlene Hall, Shaftsbury

Awards Committee

Diana Vachon, Shelburne (Chair)
Sherry Chase, Barre City
Kathleen Kelly, Bellows Falls
Kimberly Moulton, Hyde Park
Tammy Legacy, Roxbury

Membership Committee

Deb Tanguay, Coventry (Chair)
Belinda Harris Clegg, Wolcott
Peggy Neisner, Killington
Lily Trajman, Norwich
Michelle Warren, Craftsbury

Fee Review Committee

Lucrecia Wonsor, CVC, CVT, MMC
Killington (Chair)
Karen Davis, Ira
Julie Graeter, Colchester
Sally Ober, Lincoln

VERMONT MUNICIPAL CLERKS & TREASURERS ASSOCIATION

ATHENIAN LEADERSHIP DIALOGUE VIRTUAL ONLY!

Sept 26-27, 2024

9:00 AM - 12:30 PM

VMCTA members - \$65

Non VMCTA members - \$80

Register online: <https://vmcta.org>

Things You Save in a Fire by Katherine Center

About this book: This book is not one of my usual choices; it's fiction, a story about a female firefighter who moves from Texas to Boston. We will discuss cultural differences, the gender gap, her vulnerability and bullying. But there is a love story weaved into this book too. I hope you enjoy this easy read during a Presidential Election season.

"Cassie Hanwell was born for emergencies. As one of the only female firefighters in her Texas firehouse, she's seen her fair share of them, and she's a total pro at other people's tragedies. But when her estranged and ailing mother asks her to give up her whole life and move to Boston, Cassie suddenly has an emergency of her own. Katherine Center's *Things You Save in a Fire* is a heartfelt and healing tour-de-force about the strength of vulnerability, the nourishing magic of forgiveness, and the life-changing power of defining courage, at last, for yourself." [excerpt from Amazon]

What is an Athenian Dialogue?

Dialogues are conversations between the participants whether in person or on a virtual Zoom screen. It's a small class. These dialogues offer the opportunity to share experiences, professional and personal, as they relate to the author or the characters in the book. Athenian Dialogues explore leadership qualities in yourself. Take notes as you read the book and bring your favorite quote from the book.



You must read the book or the audio book before the dialogue.

Worth 3 points towards CMC or MMC after completion of the assessment.

Be sure to take notes as you go along, as they will be invaluable during discussions and assessments. Engage actively with the material, and don't hesitate to share your thoughts and insights with your peers. This will enhance not only your understanding but also the collective learning experience.

Remember, the goal is not just to complete the assignment but to genuinely grasp the concepts and themes presented. Happy reading, and best of luck with your assessment!

About the Facilitator, Dawn Michanowicz, MMC: Dawn [Mc-kan-o-wits] is a Master Municipal Clerk, retired after 20 years of serving the public in Massachusetts. She was born in Europe, speaks several languages and has a BS degree in Political Science. She always dreamed of becoming a career US Foreign Service Officer but discrimination against women in the 1970s shifted her path. Instead she started her career in New York City with an international shipping/trucking corporation. After a decade in that industry, she opened her own small import/export firm and soon after moved to New England to raise her family. From the high stress of her work and personal life, she began to study healing modalities to calm her anxiety, her obsessive list making and her desire for perfection. Since 2001 she has mastered Yoga, Reflexology and Energy Medicine teaching mindfulness seminars and offering retreats. Her skills as a facilitator are well known; she brings creativity, joy and humor to all her classes. Please feel free to reach out to her with questions, anytime.

Budget Committee

SusanMcNamara-Hill, CVC, CVT
Essex Junction City (Chair)
Diane Judd, CVT, CVC, MMC
Holland
Diana Vachon, Shelburne
Sara Haskins, MMC, CVC, CVT
Morristown

Constitution Committee

Sandy Pinsonault, Dorset (Chair)
Dawn Custer, Hubbardton
Lucrecia Wonsor, CVC, CVT, MMC
Killington

Scholarship Committee

Sandy Pinsonault, Dorset (Chair)
Audra Girouard, Concord
Tammy Legacy, Roxbury

Municipal Records Committee

Bobbi Brimblecombe, Marshfield
(Chair)
Jessica Alexander, Jericho
Carol Dawes, Barre City (Ad Hoc)
Lucrecia Wonsor, Killington (Ad Hoc)
Jenny Willingham, Winooski
Barbara Graham, Williamstown

Nominating Committee

Sara Haskins, MMC, CVC, CVT
Morristown (Chair)
Kathleen Kelly, Bellows Falls
Tammy Legacy, Roxbury

Vermonters Enjoy Athenians with Clerks from Across the Country

The VMCTA has had an Athenian Dialogue for the past several years as part of the Fall Conference. It has been organized by the Fundraising Committee, as a fundraiser for the association.

During COVID, this activity switched to a remote platform, which enabled clerks from across the country to participate. In the time of isolation, the Athenians, in addition to providing superlative leadership inspiration, gave us a connection to our peers. We had the pleasure of seeing the sunrise over the mountains in Juneau, Alaska, hearing about the housing boom in Florida, and, of course wonderful facilitators.

This year, the Athenian will be held after the conference to give everyone a chance to catch their breath after the



Athenian Dialogue in Fairlee with Dawn Michanowicz in 2022. Some of the clerks were on-site and others on screen for the book BRAIDING SWEETGRASS by Robin Wall Kimmerer. The discussion went well, although it was hard to take a photo of the group.

General Election and for other reasons.
We hope you will join us online on

September 26 and 27, 9 am to 12:30 pm
for THINGS YOU SAVE IN A FIRE by Katherine Center.



Online Athenian Dialogue photo by Elizabeth Garcia Beckwith, City Clerk MMC, North Lauderdale, Florida

Freedom and Unity Rides the Waves



Last year, Freedom & Unity was the featured team for the festival and the media factory followed us around to record our enthusiasm. You can watch the video that they produced at: <https://www.youtube.com/watch?v=gqq0b2pspN4&t=11s>

We also use this opportunity to help Vermonters register to vote.

If you wish to donate, you can go to our page at <https://secure.qgiv.com/event/lcdbf2024/team/959117/>

Select an individual paddler to support so that they get credit for raising donations. We each are trying to raise at least \$75 in donations.

For more information about our pledge partner Osher Integrative Oncology at UVM Cancer Center go to

<https://uvmahs.foleon.com/uvm-cancer-center/onepager/>

—Jessica Alexander, Jericho

The Vermont Municipal Clerks and Treasurers have put together a dragon boat team for the Lake Champlain Dragon Heart Festival to be held Sunday August 3, 2024. This year's team includes Town Clerks from Wilmington, Royalton, Essex Junction City, Jericho and Killington. We did not have enough members to fill a whole boat, so our team Freedom & Unity will be paddling with The Love Boat. We will race together but we are fundraising separately. In the last two years, "Freedom & Unity" has raised over \$9,000 in the festival. This money goes to support Dragon Heart Vermont and a pledge partner. Osher Integrative Oncology at UVM Cancer Center is this year's pledge partner.



The determined Freedom & Unity 2023 Dragonboat team members march toward the pier to board their boat.

VMCTA Fundraising Committee Update

The first fundraising efforts of our committee was a great success. We were able to sell forty four name tags, which are being made right now and will go out by the end of July. So huge thank you to all those that ordered. Be on the lookout for information on our next fundraising effort.

We will continue to do the annual fundraising events at the Annual Conference in September to include basket/item raffle, auction and 50/50 cash raffle, as well as various VMCTA logo items.

We will post on listserve and VMCTA website as more fundraising information arises.

—Mitzi Fleming, Morristown

Legislative Committee Update

Vermont Clerks and Treasurers are seeing the results of the 2024 Legislature start to filter down. The first to hit our locales, is the post Covid version of Vermont's Open Meeting Law. The change calls for select boards, and committees deemed essential, to hold hybrid meetings, both in person and on line, with the recordings to be available on line afterward. Towns large and small are still trying to sort out the changes.

A change that needs to be watched closely, is a new law governing tax abatements and tax sales. As often happens, an ad hoc committee is helping work out the fine details, with one VMCTA member as yet to be named on the committee.

A request from several Clerk's was included in an election bill, as firearms are no longer allowed at the polls or at the locations of early voting.

The fine print of a municipal ethics law still needs to be worked out, including the reporting and resolution of complaints.

Vermont will have a new division of animal welfare within the state public safety department, to be funded next year by a two dollar surcharge of dog license. One request from several Clerks, is to have veterinarians be required to send rabies certificates either to the Towns of a dog's origin, or to a central data base.

Next year promises to be dominated by election law changes, including ranked choice voting on state and federal elections. It is hoped the start date will be pushed back to give election workers time for proper training.

The position of chair for the V M C T A legislative was a fast and furious baptism into lobbying. I spent a considerable amount of time consulting long time chair Carol Dawes, both before and after her retirement as Barre City Clerk and Treasurer. It's a huge task, but I'm grateful for the opportunity.

—Tim Arsenault, Vernon

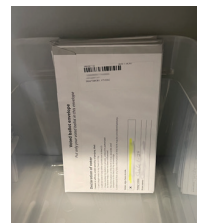
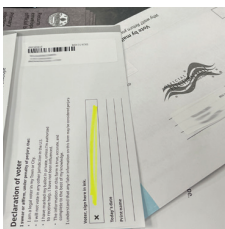
Tips & Tricks!

Absentee Ballots

Here are my tips and tricks for dealing with absentee ballots.

- I always have a number of ballots and envelopes ready to grab and go. I include all envelopes and ballots in the outside envelope.
- I leave the Declaration of Voter envelope sticking up from the outside envelope. When I issue a ballot, I write the voters name on the Declaration envelope. This way I know who is sending back a ballot even if they forget to sign it or I cannot read their writing. If I am mailing a batch of ballots, I print two sets of labels, one with a bar code and one without. This makes checking them out and back in much faster.
- I highlight the signature line to help people remember to sign the envelope.
- When the ballots are returned, I check them in and file them in alphabetical order, this makes it easy to find any voter quickly if we need to. We also check each ballot against the voter check list before putting them in the tabulator. Keeping them in alphabetical order helps with this.

I hope these tips are useful to some of you. If you have tips for dealing with any part of the Clerk's job, please email them to townclerk@shaftsburyvt.gov and we will share in future newsletters, thank you.



Welcome and Goodbye

continued from page 1

Hello! 2023

Vickie Lucius, Bloomfield
Nikki Tomlinson, Bradford
Teresa Godfrey, Brookfield
Teegan Dykeman-Brown, Cabot
Linda A. Blakslee, Concord
Martha Brough, Corinth
Michelle Warren, Craftsbury
Melissa Whitcomb, Eden
Sandra Lacasse, Elmore
Nanette Rogers, Essex Town
Martin Fjeld, Goshen
Danielle Latulippe, Guilford
Tonia Chase, Hardwick
Heather Roberts, Hinesburg
Vickie Buswell, Isle LaMotte
Erin Patoine, Kirby
Rebecca Washington, Peacham
Tricia Abbondelo, Pittsfield
Angela Kissell, Plymouth
Amanda Vincent, Saint George
Allen Hathaway, Salisbury
Erika Lavalley, Sheffield
Laura Siebecker, Shoreham
Rebecca Rice, Shrewsbury
Holly Rees, South Burlington
Jill Gifford, Stockbridge
Penny Davis, Stowe
Brent Adams, Warren
Debora Jasmin, West Rutland
Amy Yates, West Windsor

Hello! 2024

Cheryl Metevier, Barre City
Michael Webber, Bolton
Laura Fetterolf, Cornwall
Nicholas Gill, Cornwall
Michelle Leclerc, Danville
Martin Fjeld, Goshen
John Paulette, Hartland

Jesse Bridge, Mendon
Karin Mott, Middlebury
Charles Schulze, Newbury
Jessica Towsley, Norton
Lily Trajman, Norwich
Bram Towbin, Plainfield
Brandi Broe, Waterville
Mildred "Millie" Barry, Westminster
Carol Rossi, Wheelock

Good Bye! Good Luck!

Donna L. Bohannon, Alburgh
Carol Dawes, Barre City Clerk
Rosemary Morse, Berlin
Ray Bowen, Bloomfield
Amy Grover, Bolton
Carol Devlin, Bolton Assistant
Sonya Mclam, Bradford
Julie Howlett, Bridport
Teresa Godfrey, Brookfield
Sharon B. Graham, Brunswick
Jeremy Weiss, Cabot
Robertta Janoski, Chittenden
Cynthia Gaboriault, Concord
Christiane Carroll, Corinth
Sue Johnson, Cornwall
Yvette Brown, Craftsbury
Sharon Daniell, Danville
Sharon Draper, Elmore
Deborah Woodward, Fairfax
Jessica Sweeney, Glover
Rosemary McKinnon, Goshen
Penny Marine, Guilford
Alberta Miller, Hardwick
Brian Stroffolino, Hartland
Missy Ross, Hinesburg
Sarah Noble, Isle LaMotte
Wanda L. Grant, Kirby
Patricia Scott, Lunenburg
Nancy Gondella, Mendon
Ann F. Webster, Middlebury
Nikki Tomlinson, Newbury

Mary Collins, Newbury
Gina Vigneault, Norton
Bonnie J. Monday, Norwich
Angela Eastman, Orange
Ginny Raboin, Orange
Thomas Galinat, Peacham
Tricia Fryer, Pittsfield
Linda Wells, Plainfield
Sandy Small, Plymouth
Beth Graves-Lombard, Plymouth
Emery Mattheis, Randolph
Henry Heck, Rutland City
April Pillsbury, Saint George
Susan Scott, Salisbury
William St. Peter, Sheffield
Julie Ortuno, Shoreham
Megan LaChance, Shrewsbury
Donna Kinville, South Burlington
Lori Scott, Stockbridge
Lisa Walker, Stowe
Cynthia Flannigan, Topsham
Britney Aube, Vergennes
Lina Smith, Walden
Reta K. Goss, Warren
Carla Lawrence, Waterbury
Kandy Benedetti, Waterford
Nancy LaRose, Waterville
Christine Wener, West Rutland
Cathy R. Archibald, West Windsor
Pauline O'Brien, Westminster
Melissa Zebrowski, Westmore
Vanessa Seguin, Wheelock
Mike McLaine, Windham
Amy McMullen, Windsor

Welcome, Assistants!

Brenda Martineau, Barre City
Kayla Thompson, Bennington
Sandy Lucia, Bolton
Kitty Frazier, Hinesburg
Mary Mitchell, Randolph
Laura Siebecker, Shoreham

Clyde Jenne: When is a Retirement Not a Retirement?



Clyde Jenne and Bruce Locke take a break from serving breakfast at the VMCTA 2024 Spring Training in Fairlee. Attendees at the two trainings are treated to delicious fresh doughnuts, scones, pudding cake, fruit and more. Photo: Heidi Racht

“In my last year [as Hartland Town Clerk],” he said, “I had to work for nine months full time with no time off.”

In his characteristic sense of humor, Jenne said he really enjoyed being Town Clerk. “You’re selling a product they can’t get anywhere else, and they know they need it. When I hired Emma Sawyer, and (then, new Town Clerk) Brian Stroffolino, I was getting the office into the 21st century.”

Stroffolino called his predecessor as clerk, “an amazing wealth of knowledge who continues to support us.” He still brings in doughnuts once a week.

Being a long time clerk, and a fixture at many regional and state meetings, does Jenne still hold some secrets? “Well, everybody knows I’m not left handed, and that I’m gay, but did you know I’m on a piece of land settled by my ancestors?”

[Tim Arsenault, Vernon, wrote this article in 2021. It was updated slightly for this issue.]

When is a retirement not a retirement? Just ask former Hartland Town Clerk Clyde Jenne. He’s been filling in at the Clerk-Treasurer’s office in nearby West Windsor, now for a few years.

Jenne explained, “Cathy, the clerk there, was having carpal tunnel surgery, and she needed someone to fill in. One of my title searchers was in the office that day, and he suggested making the call.”

Jenne is still in the office and working now with Amy Yates, who took on the Clerk’s mantle in 2023.

Yates says Jenne has been a lifesaver, especially in helping run her first election that year.

Jenne retired from his seat on the clerk’s throne in Hartland after 27 years of service. He also spent time as a Lister, and Town Moderator. He says retirement allows him and his partner Bruce, “to go when you want to go, instead of having to wait for a weekend.”



Although not wearing a hat, Clyde Jenne is a talented man, who wears many hats. Here, he has some fun with his presentation to retiring Secretary of State Jim Condos at the 2022 VMCTA banquet. Condos was then treated to a armful of joke gifts and a story to go with each one. Photo: Heidi Racht

Donna Kinville Retires after 20-plus Years

It takes a certain amount of energy to do this job, especially elections, and I'm finding the energy is heading down. I want to go out while I still have good energy," Donna Kinville said to South Burlington's *THE OTHER PAPER* in February 2023. "I've been grateful for it, I've loved it. It wasn't an easy decision for me, but it got to the point where, I think, South Burlington deserves a clerk who has some fresh ideas."



South Burlington City Councilors Helen Riehle and Tim Barritt flank retiring city clerk Donna Kinville as the polls closed on March 2023 Town Meeting Day. Photo, courtesy of *THE OTHER PAPER*

In August of 2023, after more than 20 years of serving South Burlington, Donna Kinville handed over the duties of the City Clerk to Holly Rees – although Donna will continue to live in South Burlington and will be on hand should Holly need her!

During her tenure as City Clerk, Donna estimates that she has overseen around 60 elections, a role that she considers her most important, keeping the integrity of the city's elections. Donna also took on the task of digi-

tizing the entire catalogue of the city's land records, dating back to 1865.

Now, city residents can access all the municipalities land records online. Ironically, most of them still want to see the hard copy.

"It is kind of funny because there are still people who still want to come in and they want to look at the books — they want to see the paper. And by law, I have to have a hard copy of every document that comes into this office for land records," she said. "So, we still have to keep the old system, which has value. But we're now finding an assortment of people now like to do it one way or the other."

Her most important role, however, has been safeguarding the integrity of the city's elections — a task with growing urgency and importance in the country's current political climate.

"I truly believe that the clerk's office has to be that neutral area to have a completely neutral and fair and open election," she said.

She estimates that she's overseen some 60 town elections.

While managing all the City Clerk duties, Kinville also earned her MMC, and the advanced certification of CVC (Magna cum Laude in 2021). She served as President of the VMCTA from 2017 to 2019 and was the Vermont Clerk of the Year in 2021.

City Council Chair Helen Riehle even declared August 17 as Donna S Kinville Day and announced that the official vault at 180 Market Street would be named in her honor!

Kinville has said, "I loved meeting people. I loved helping people. Every day is different."

Donna Kinville, we hope you continue to love meeting people and to enjoy the difference of every day during your retirement!

—Marti Betts, sourcing *The Other Paper*

Things are Changing in Bolton

Amy Grover, Bolton Town Clerk, and Carol Devlin, Assistant Town Clerk are moving on to bigger & better, or at least different things!

Grover retired at the end of December 2023, after serving the Town of Bolton as Town Clerk for ten years. She is now traveling and enjoying her retirement.

Devlin retired in July 2024. She began serving the Town of Bolton in 2013, so that's 11 years. She was instrumental in the vault reorganization, along with digitization of land records.

Devlin prepared an emergency preparedness plan for the Town Office. This proved very handy when an unexpected hot water tank leak was experienced on a weekend. She successfully organized and served at elections. Devlin supported the Assessor through two townwide reappraisals.

The Community Senior Center is very active in Bolton. Devlin has served as liaison to assist with events held in

Bolton. COVID proved challenging, but she took all of that in stride. Hopefully, in her retirement she can have some R&R and then start substitute teaching at Smilie Elementary School.

In late December 2023, Michael Webber was appointed Town Clerk and Treasurer and was elected in March to serve the remaining two years of Grover's three-year term. He comes originally from New Mexico, but raised his family in Nashville, Tennessee. Visiting their son at UVM, they decided to move to the Burlington area. He and his wife moved to West Bolton in 2021. They never knew how bad "mud season" was until they experienced it in person. After serving on the Planning Commission Webber looked forward to serving Bolton in a greater capacity. He has a background in Finance and Accounting which will help with some of his responsibilities. We welcome him to Bolton and the Clerk's Association.

—Linda Parent, CVC, Richmond Town Clerk



ELECTION SUMMIT



TUESDAY, SEPTEMBER 10, 2024
8:30 - 4:30
CAPITOL PLAZA HOTEL
MONTPELIER, VT

**ALL DAY ELECTION TRAINING FOR CLERKS & ASSISTANT CLERKS**



- Vermont Election Updates
- De-Escalation Training
- Combating Election Misinformation
- Plus more trainings to come!

REGISTER BY 9/1 ONLINE: [WWW.VMCTA.ORG](http://www.vmcta.org)

Sponsored by the Secretary of State Elections Division & the Vermont Municipal Clerks & Treasurers Association

You Can Do It!

The deadline for getting in your application for certification is July 31. While it is tight, it is not impossible to put in order those certificates you have been saving in the file and fill out the application. Postmark of July 31 is considered on time.

If you can't quite face another task this summer, there may be an opportunity to apply before next July. The Certification and Education Committee has spent a bit of time on its role and made recommendations to the Executive Board to split the two large tasks (education and certification) into two different, yet collaborative, groups. And, also to have two separate deadlines so our members can move forward on their certifications. Watch for an update on these and other recommendations as the two groups have been in discussion, working out the details.

In the meantime, here are some tips to streamline your application:

1. Print the application level to which you will be next applying and put it in a folder.
2. Download or save your certificates to a file on your computer in place you can remember to find it. Mine is VMCTA Certification.
3. Print the certificate and put the corresponding application requirement number on the top right-hand corner and put it in the folder with your application.
4. If you attend VMCTA meetings as a committee member or your County Committee meetings, print the first page with attendance, circle your name and drop it into the folder. (Speaking from experience, it is a lot of work to comb through emails to find minutes, so get in the habit of keeping up the with paperwork as it arrives.)

I have found that keeping a list of what I need for each requirement (and the points) gives me a quick overview of the work I need to do to complete the application. So, a First Thursday (.5 point), Visioneer online class (usually one point) or an Athenian Dialogue (three points) might finish the application before the deadline.

Finally, feel free to contact a Certification Committee member, if you have questions. We are always happy to help you - and, we have all done this at least once!

—Heidi Racht, Huntington

Team Strafford



In 2023, Strafford Town Clerk Lisa Bragg, right, and Assistant Town Clerk Regina Josler both completed the requirements for Certified Vermont Clerk Cum Laude, as part of VMCTA's Advanced Certification Program. They posed proudly with their certificates after the banquet. Photo: Tim Arsenault

Editor's Note:

We are back! You could call this VMCTA Newsletter a revivification. It has been three years since the last one and so much has happened that this newsletter will be sent two parts (and, even though it is July, this one is called Spring 2024 to differentiate them). The next issue will be out after the August Primary and continue the news.

If you are inspired to contribute a couple of paragraphs or photos (everyone loves photos!), send them in before August 13 to huntington-clerk@gmavt.net. Please put NEWSLETTER in the subject. Thanks.

Sorry it took so long!