

2026 Quick Reference Guide for Clerks and Treasurers

Organization

♦ Vermont Municipal Clerks & Treasurers Association (VMCTA)

Diana Vachon – President; dvachon@shelburnevt.org

5420 Shelburne Rd

Shelburne, VT. 05482

Tel. (802) 985-5116

<http://www.vmcta.org/>

Membership fee - \$35 annually and \$20 for each additional member. See website for annual conference dates.

♦ Clerk/Treasurer Mentor Program

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Shelburne, VT. 05482

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♦ Contacting Legislators

Vermont General Assembly – Homepage

<https://legislature.vermont.gov>

♦ International Institute of Municipal Clerks (IIMC)

Dawn Abrahamson MMC

City Clerk

City of Vallejo

dawn.abrahamson@cityofvallejo.net

<http://www.iimc.com/>

See website for conference and workshop/training dates.

♦ Muninet Service

<https://list.uvm.edu/cgi-bin/wa?A0=muninet>

Click on the link above to subscribe or unsubscribe.

Listserv Etiquette Policy: Login to your account at www.vmcta.org to review the policy.

Purpose

An association formed to promote a closer working relationship between the various Municipal Clerks and Treasurers throughout the state of Vermont. VMCTA offers a certification program, and a mentoring program. Membership in the VMCTA offers a great opportunity for networking through annual meetings, trainings and a members-only listserv. The legislative committee keeps members informed of legislative changes which may affect Clerks and Treasurers.

Seasoned Clerks and Treasurers are available to mentor newer Clerks and Treasurers at their request. This could mean phone calls or office visits.

This site contains a link with contact information for legislators. Know who your legislators are and how to contact them. If you need to contact a legislator while the house or senate is in session, contact the Sergeant-At-Arms at (802) 828-2228 or sgtatarms@leg.state.vt.us.

The International Institute of Municipal Clerks (IIMC) is a professional, non-profit association that promotes continuing education and certification through university and college-based institutes and provides networking solutions, services and benefits to its members worldwide.

The Muninet acts as an electronic bulletin board for municipal officials who want to post a municipal question or answer to a question. A copy of the question or answer is automatically sent to **ALL** Muninet subscribers. The List Serve is free and the only requirement to be able to participate is an E-mail account.

◆ **New England Association of City & Town Clerks (NEACTC)**

Kerri Parker MMC - President
Town Clerk
Meredith NH
Tel. (603) 677-4203
mmcginnis@newshoremri.gov
<http://www.newenglandClerks.org/>
Membership fee - \$35 annually
See website for conference and training dates.

◆ **New England Municipal Clerks Institute & Academy (NEMCI&A)**

[New England Association of City Town Clerks - NEMCIA](#)

NEMCI Institute & Academy ◆ July 13-19, 2024
Plymouth State College
Plymouth, NH

An association of New England Clerks (CT, MA, ME, NH, RI, & VT) formed to promote training and professional development of Municipal Clerks. Hosts an annual training and professional development conference alternating between the New England States

NEMCI&A is an intensive program of continuing professional education for those in attendance. The purpose is to assist Clerks in developing and maintaining the high level of administrative expertise needed for the successful operation of increasingly complex municipal governments. Population changes, increased municipal responsibilities and extensive social and legislative changes have increased both the difficulty and importance of the Clerk's function. With increased responsibility comes a need for professional education to aid the Municipal Clerk in acquiring the necessary new skills and knowledge, while developing and strengthening those already in use. Over 500 cities and towns have sent Clerks to the New England Municipal Clerks' Institute and Academy.

◆ **Notary Services**

<https://sos.vermont.gov/notaries-public/forms-instructions/>

Pursuant to 2018, Act No. 160, notaries public will be commissioned by the Secretary of State's Office of Professional Regulation (OPR), effective December 1, 2018. This change from the county assistant judges allows notaries public to join regulated professionals and occupations—from accountants to veterinarians—under a unified system with a common interface and common administrative processes. OPR professions and occupations are served by a state-of-the-art online system built to make application and renewal fast, convenient, transparent, and accessible from almost any web-connected device. The fee is waived for Town Clerks.

◆ **Vermont State Statutes**

<https://legislature.vermont.gov/statutes/>
Follow link then click on Search Statutes by Lexis/Nexis to search keywords.

While each office receives hard copies of the state statutes, they may be easier to research online.

◆ **Vermont Elections Management (VEMS) Portal**

Office of the Secretary of State-Elections Division
Tammy Sink, Assistant Director of Elections & Campaign Finance
128 State Street, Montpelier, VT 05633
(802) 828-2363
helectionsystem.vermont.gov/login

The Clerk is responsible for maintaining the voter checklist. A username and password can be obtained through the Elections Division at the Secretary of State's office. Training is provided for new Clerks.

◆ **Vermont Department of Health**

Electronic Death Registration System (EDRS)
108 Cherry Street, P.O. Box 70
Burlington, VT 05402
(800) 464-4343; (802) 863-7300
<http://www.healthvermont.gov/health-statistics-vital-records/vital-records-population-data/vital-records-reporting-edrs>

Deaths are now registered electronically; contact the Department of Health for Log on information and training. Online training materials are available on the website. Clerks are no longer allowed to print certified death or birth records from vault copies.

Vital Records Information Management System (VRIMS) portal and Training materials:

<https://www.healthvermont.gov/stats/vital-records-population-data/information-town-and-city-clerks>

VRIMS is the State's portal where Clerk's may go to print birth and death records on to the tracked, engraved paper. Requestors are required to complete an application and show proof of identity. Engraved paper numbers are tracked on this portal by the State to help protect from identity theft. Marriage certificates may be printed from vault copies but the engraved paper numbers must be reported in the VRIMS portal.

◆ **Vermont Department of Liquor and Lottery (DLL)**

1311 US Route 302, Suite 100
Barre, VT 05641
(800) 642-3134; (802) 828-2345
<http://www.liquorcontrol.vermont.gov>
Portal: <https://liquorandlottery.vermont.gov/online-portal-information>
Click link and scroll down to create new account or login to existing account. For questions on the portal call: (802) 828-2339

The Clerk is responsible for processing first/second class liquor licenses beginning in January each year. All renewals are processed through the DLL portal. Training materials are available on the website.

◆ **Vermont Department of Motor Vehicles**

120 State Street
Montpelier, VT 05603-0001
(888) 998-3766; <http://dmv.vermont.gov/>

Town Clerks may process motor vehicle renewals if they wish. Contact DMV for more information.

◆ **Vermont Department of Taxes - Property Valuation and Review (PVR)**

133 State Street
Montpelier, VT 05633-1401
802-828-5860
<http://tax.vermont.gov>
Portal: <https://myvtax.vermont.gov/> for e-PTTR's
Portal: <https://secure.vermont.gov/TAX/ecuse/> for e-Current Use

Property Tax Transfer Returns (PTTR's) are required for the filing of any transfers of property. They may be transferred either electronically or with paper copies. PVR is available to answer questions regarding this process by contacting your District Advisor.

◆ **Vermont Government Finance Officers' Association (VTGFOA)**

Angela Aldieri – President
City of Winooski
P.O. Box 1652
Montpelier, VT 05601
(802) 655-6410 x15
<http://www.vtgfoa.org/>
Membership fee - \$35.00 annually

See website for Annual Meeting and Workshop dates.

VTGFOA is an organization of professionals employed in the field of or associated with government finance. Members of VTGFOA have joined together to foster communication and education about current issues that affect state and local government. VTGFOA offers its members an opportunity to discover new sources of invaluable information. Through VTGFOA membership, individuals responsible for government fiscal policy and management, improve their knowledge, skills and performance. VTGFOA offers excellent services and programs in all functional areas of government financial management.

◆ **Vermont Municipal Employees Retirement System (VMERS)**

109 State Street
Montpelier, VT 05609
(800) 642-3191; (802) 828-2301
<http://www.vermontTreasurer.gov/content/retirement/>

Vermont Municipal Employees Retirement System (VMERS) is the public pension plan provided by the State of Vermont for participating municipalities' employees.

◆ **Vermont Secretary of State**

Sarah Copeland Hanzas
128 State Street
Montpelier, VT 05633-1101
(802) 828-2148
<https://sos.vermont.gov/secretarys-desk/secretary-copeland-hanzas/>

The Secretary of State, through the Vermont Archives, is the custodian of many of Vermont's government records, including our important historical records, like the original Vermont Constitution. This office oversees Vermont's notaries public and administers the licensing of business entities and filing of UCC financing statements. It oversees the state's elections, including lobbyist registration and disclosures and all campaign finance filings. Through the Office of Professional Regulation the Secretary of State's Office also administers regulatory programs for 44 occupations and professions. Vermont's local governments come to the Secretary of State's Office for information and assistance in understanding the laws that apply to them, and they also instruct citizens and government agencies about the requirements of Vermont's open government laws.

◆ **Vermont Secretary of State-Elections**

Tammy Sink, Assistant Director of Elections & Campaign Finance
128 State Street
Montpelier, VT 05633-1101
(802) 828-2363
<https://sos.vermont.gov/elections/>
will.senning@vermont.gov

Provides election training, grant opportunities, technical support for statewide voter checklist, and answers questions about all aspects of elections. Election forms can be downloaded from the website. Please contact this office for an election guide if you do not have one in your office.

◆ **Vermont State Archives & Records Administration**

All municipalities are responsible for applying

(VSARA)

Tanya Marshall, State Archivist & Director
1078 US Route 2, Middlesex
Montpelier, VT 05633-7701
802-828-3700
Monday-Friday 7:45 am to 4:30 pm
<https://sos.vermont.gov/vsara/>

efficient and effective management methods for the creation, use, maintenance, retention, destruction, and preservation of records created and received in the course of municipal business. VSARA, a division of the Secretary of State's Office, advises and guides agencies in records and information management. They maintain and develop General Records Schedules (and Disposition Orders if still legally applicable) to provide guidelines for the proper retention and disposition of public documents.

♦ Vermont State Treasurer

Mike Pieciak, State Treasurer
109 State Street
Montpelier, VT 05609
800-642-3191 or 802-828-2301
email: treasurers.office@vermont.gov
<http://www.vermontTreasurer.gov/>

The State Treasurer's office is where state payments for marriage licenses, dog licenses and unclaimed property are sent.

To Subscribe to the Muninet Discussion Group

Send a one-line Email message to listserv@list.uvm.edu (leave the Subject BLANK).
The message content is "subscribe Muninet FirstName LastName "

EXAMPLE

To: listserv@list.uvm.edu
Subject: LEAVE BLANK
Message Content: subscribe Muninet
John Doe

To Send a Message to the Discussion Group

NOTE the Email address you use to send messages to the people on the list is NOT the same as the Email address you use to get on (and off) the list!!

Send Email to muninet@list.uvm.edu
(You can, and SHOULD, include a subject)

EXAMPLE

To: muninet@list.uvm.edu
Subject: New Procedure
Message Content: I just read an article....

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To Remove Your Name From The Discussion Group List

Note: This is REALLY important! You may get tired of getting lots of Email or want to stop getting the messages while you are on vacation. You can always subscribe again. Keep a copy of these instructions so you remember how to get off the list.

Send a one-line Email message to listserv@list.uvm.edu
(leave the Subject line BLANK)

The message content is "signoff Muninet "

EXAMPLE

To: listserv@list.uvm.edu

Subject: LEAVE BLANK

MessageContent: signoff Muninet

You will receive a message from the system asking you to confirm that you really want to be deleted from the list.

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