

Opinions

Office of the Vermont Secretary of State



Vol. 9, #11

December 2007



A Message from the Secretary

Thanksgiving is one of my favorite holidays. I look forward to the roasted turkey, the stuffing and the sweet potatoes; but that is not why I love Thanksgiving.

Right before we all dig into our meal my husband, Paul, asks us all to take a moment to be thankful for the things we have. We go around the room and those who wish to do so list some of the things they are thankful for: great food, loving family, good health, an excellent report card, a new pregnancy, the start of the hockey season.

There is nothing more important to teach one's children as the power of gratitude. In my family this lesson began with the "magic words" please and thank you. But as the children grew we tried to instill in them the habit of taking time every day to appreciate the blessings in our lives.

One of the secrets to a happy life is to be grateful for what we have. It is sometimes hard to think about all that we have, instead of focusing on the things we have been denied. It is easy to forget to show appreciation for the people in our lives, and too often we fail to notice the beauty of our surroundings. Gratitude helps put our lives into perspective. To be grateful for our successes will help us to move past our failures.

And to appreciate the beauty around us will enrich our lives. As author Melodie Beattie has said, "Gratitude makes sense of our past, brings peace for today and creates a vision for tomorrow."

This holiday season let us remember to be thankful for all of our blessings. For me, this includes my family and friends, the wonderful people I work with, and all of you who are working so hard to make your communities a better place.

Deborah L. Markowitz, Secretary of State

In this Issue

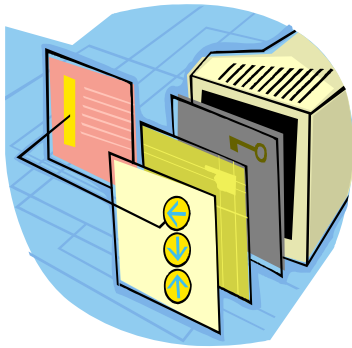
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Centralized Data Processing; The View from 1957

By 1957 there were fears that government had grown too unwieldy and inefficient. There was no way to project revenue, track expenses, or even understand the basis of department appropriations. There were over a hundred independent departments, boards, and commissions whose missions and productivity were unknown. While the governor had to sign all personnel changes for each employee, no one knew precisely how many employees there were or how many positions were vacant.

Act 283 of 1957 appropriated \$35,000 to fund a commission to study state government. The act was modeled after similar efforts in other states, collectively known as “Little Hoover Commissions” after a study of the federal government headed by former President Herbert Hoover. The Vermont commission was headed by Deane C. Davis of National Life.

While not specifically enumerated among the commission’s statutory charges, support for a central processing unit to address common fiscal, personnel, inventory control, and statistical analysis activities across state government quickly emerged. In its final report the commission noted, “Data processing is partly here. Central data processing is on its way in Vermont. A central service is more economical than that conducted by many separate installations. Several states are now engaged in a painful process whereby each is converting separate services into a consolidated, centralized service.”¹



Several commissioners had experience with “mechanical” processing, including Deane Davis whose National Life Company used punch card data machines. It was also in 1957 that Tom Watson, Jr., brought IBM to Essex. IBM served as a consultant to the commission.

Eight state departments already used various data processing (punch card) machines. Agriculture used IBM equipment for accounting and statistical analysis. Motor Vehicles used IBM punch cards to track car accidents. The Unemployment Compensation Commission (the most mechanized program in the state government) used IBM’s system for benefit determinations, statistical studies, employer history and rating, wage earning records and other controls. The Department of Health used punch cards to track vital statistics and to monitor public nursing programs. Vermont Life was using punch cards to track subscribers. Forests and Parks, Tax, and Fish and Game utilized Agriculture’s equipment to track costs and for statistical analysis. In addition, the Highway Department was starting to use data processing to prepare payrolls and track labor costs.²

The commission looked across the Connecticut River to view the problems of letting each department generate its own processing system. Rolf Haugen of the University of Vermont political science department and a consultant to the commission was dispatched to Concord to investigate the governor of New Hampshire’s warning that his state had gone too far in using IBM machines. Haugen reported that “what he meant by going too far was that too many departments had individual installations, and they were not using them economically.” Consequently New Hampshire’s “Department of Administration and Control doesn’t have the information it needs” and was looking to consolidate data processing.³

The uses of mechanical data processing met the commission’s mission of enhancing government efficiency. The commission and the IBM consultants thought government should be viewed at a functional, rather than structural, level. Once core functions were identified government could be restructured so that agencies and departments were organized along functional lines. Thus all revenue functions would be centralized under an agency of revenue, including tax and other departments. An agency of finance would oversee the fiscal affairs of the state through centralized accounting. An agency of personnel would provide a centralized program governing state employees. Beneath these agencies would be departments, also grouped by function, such as departments of regulation; labor; conservation and agriculture; and public safety.

Centralized mechanical data processing would draw information from the departments to the agencies in order to give the governor and legislature a global view of key functions and facilitate budgeting and administration.

The commission was clear, however, that the efficiencies of mechanical processing could not be achieved simply by buying the technology. Deane Davis, again drawing from his experience in the insurance industry, noted that, “The bigger the operation, the more economy there is involved in using electronic machinery. The larger insurance companies have already gotten machines. We [National Life] have been planning on ours for five years. We have three men spending full time planning for what will be three years hence. In the state...is the long range planning function adequately provided for?”⁴

Later Davis returned to his concern for the need to plan. “I feel that this development of electronics, if we could expedite a practical system for planning for it [sic]. You can’t just decide you want one. You have got to start way back, getting punch cards lined up so they are useful. We [National Life] had lots of things that had to be done over. It is a long term proposition. The quicker we get started on centralization, the better. It is a field where you are lost without proper advice and preparation.”⁵

Against this caution he also painted the promise of centralized processing. “Suppose ten years hence we had centralized accounting, and had electronic computation and recordation equipment, the amount of information that would be available would be a great help toward business management of the administrative branch of state government...If you are going to have real management, the electronic thing would be undoubtedly in the cards for the state.”⁶

In 1959, by Act 328, the legislature adopted many of the recommendations of the Little Hoover Commission through the creation of a department of administration, which included the authority to establish and maintain central data processing facilities. The ideals of centralized computing, and Deane Davis’ caution that its success depended on effective long range planning, however, have not been consistently addressed. Consequently those issues often re-emerged in subsequent studies. The vision of information technologies creating government efficiency is not new; nor is the need to plan in order to truly achieve those efficiencies.

1 Commission to Study State Government, The Operation of Vermont State Government, Report to the General Assembly, 1959, page 66, State Archives Record Series A-088, Box 1, Folder 22.

2 Commission to Study State Government, Feasibility Study of Data Processing, Introduction, page 4, State Archives Record Series A-088, Box 2, Folder 23.

3 Commission to Study State Government, Minutes, August 8, 1957, page 16, State Archives Record Series A-088, Box 1, Folder 14.

4 Ibid.

5 Ibid, page 35.

6 Ibid.



In response to November’s column on Wells Goodwin and the Memory of War, a reader wrote in to say that the last Mexican War veteran living in Vermont was *John Goodwin*, Wells Goodwin’s son. John Merrill Goodwin was born in Ryegate on 17 July 1820 and died in Newbury on 8 September 1910. The information was drawn from Goodwin Genealogy, History Of Ryegate, Vermont, Miller & Wells.

Opinions of Opinions



1. Technical errors in process may be fixed by ratification. We regularly get questions about whether a board action is invalid if it was taken in an improperly noticed meeting. The Vermont Supreme Court has held that, as a general rule, if a public official or board has the power to take a particular action, but failed to properly exercise that power, it may correct the error by ratifying or readopting the motion to act at a later meeting. *Valley Realty v Hartford*, 165 Vt. 463 (1996.) We believe a court would not use this precedent to allow a municipal board to purposely or repeatedly disregard the requirements of the open meeting law; however, in the event of an inadvertent failure to follow the technical requirements of the law, it will allow a board to correct the error and preserve the legality of the action.

2. Municipality may profit from sale of water and sewer services to neighboring communities. State law requires rates for sewer and water services to be reasonable, and the rates charged to residents are limited to the amounts needed to pay for the operation of the system and the capital costs associated with past, present or future improvements to the system. That being said, when a municipality sells these services to landowners who are outside the municipality the law permits them to make a reasonable profit. *Handy v. City of Rutland*, 156 Vt. 397 (1990).

3. Municipal sewer department may alter rates to pay off a deficit. The selectboard or sewer commissioners may set the rates and rents necessary to support the operation and capital costs of running the municipal sewer system. This means that they may alter the rates at any time, if it is necessary to keep the system solvent. 24 V.S.A. § 3507.



4. Vote needed to charge interest on delinquent water or sewer payments. Water or sewer commissioners can charge interest on delinquent payments for water and/or sewer ONLY if the voters of the municipality have approved an article in the warning to collect interest on overdue water or sewer bills. 24 V.S.A. §5151 and 32 V.S.A. §5136. The article must be voted in the same manner as the vote to collect interest on delinquent taxes, and likewise stays in effect until voted otherwise at a subsequent meeting.

5. The zoning administrator may be replaced at the end of his or her three year term. A zoning administrator is appointed to serve a term of three years. During the three-year term, the administrator may only be removed for cause, after the selectboard consults with the planning commission. However, at the expiration of the zoning administrator's term the planning commission can nominate and the selectboard may appoint anyone they choose to fill the position. They may choose to reappoint the zoning administrator or they may choose to appoint someone new to the position. 24 V.S.A. § 4448.

6. Selectboard and planning commission work together to appoint a zoning administrator. At the expiration of a zoning administrator's term, and whenever there is a vacancy in the office, both the planning commission and selectboard must work together to fill this position. First, the planning commission nominates a person to serve as zoning administrator and sends the name of the nominee to the selectboard. The selectboard then considers the nominee and, if it is satisfied with the nomination, makes the appointment. In the event that the selectboard does not choose to appoint the person nominated by the planning commission, it can send the nomination back to the commission

and ask that the planning commission come up with a new name for the selectboard's consideration. In many towns the planning commission and the selectboard will jointly interview candidates for the position to try to ensure that the candidate chosen by the planning commission will be acceptable to the selectboard. 24 V.S.A. § 4448.

7. Listers must be on the voter checklist. Towns may choose to have boards of listers with either three or five members. 17 V.S.A. § 2650. Whether a vacancy is being filled by the selectboard, or a new lister is being elected by the voters, the person serving as a lister must be a voter in the town. This is because 17 V.S.A. § 2646 provides that a town must choose its listers (and certain other officers) “from among its legally qualified voters.”

8. Fire chief may be member of the selectboard. No law prohibits a fire chief from also serving on the selectboard. However, the fire chief must be mindful of the potential for conflicts of interest, and not participate in decisions that directly impact his or her employment. The fire chief and the employees of the fire department serve at the pleasure of the selectboard, and the selectboard determines their compensation and establishes personnel rules that apply to the members of the department. 24 V.S.A. §§ 1953, 1956.

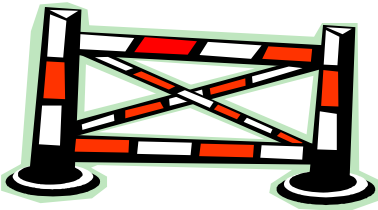
9. Selectboard may establish local speed limits. Vermont law provides that “the legislative body of a municipality may establish, on the basis of an engineering and traffic investigation, a speed limit on all or a part of any city, town or village highway within its jurisdiction.” 23 V.S.A. § 1007. The speed limit it establishes may not be more than 50 miles per hour, nor less than 25 miles per hour (except that the speed limit may be less than 25 miles per hour in downtown development districts.) 23 V.S.A. § 1007(g). Note that the law permits the board to set speed limits on its unpaved roads without a traffic and engineering study, so long as the speed is set at not more than 50 miles per hour nor less than 35 miles per hour. The law also permits the board to establish speed limits on all or part of a state highway that is within its jurisdiction (except for a limited access highway.) 23 V.S.A. § 1007(f) allows towns and villages to adopt local ordinances duplicating the speed limits established for state highways by the State Traffic Committee. The practical consequence of this is that it allows towns and villages to get a share of traffic ticket revenue when the issuing officer writes the ticket up as a violation of a municipal speed limit.

10. Town that has no record of traffic and engineering study may still have valid speed limit ordinance. Vermont law tries to prevent challenges to a local speed limit ordinance because of a failure to establish that a traffic and engineering study was made as required by law. Consequently, the law provides that “Lack of evidence of a traffic and engineering study will not invalidate a local speed limit ordinance as adopted or amended under this section after five years following the day on which the speed limit ordinance took effect.” Note that a town is not protected from challenge during the first five years after the adoption of the ordinance, so it is important to keep a record of the traffic and engineering study that provides support for the speed limit ordinance. 23 V.S.A. § 1007(e).



11. Town may adopt the same speed limit on state highways as the state limit without traffic and engineering study. Some towns that wish to be able to keep the fines from enforcing the speed limit on the state highways running through their towns simply adopt as a local ordinance the same speed limit as the state limit. A town that wishes to adopt a local speed ordinance on a state highway (other than on a limited access highway) may do so without a traffic and engineering study so long as the ordinance duplicates the speed limit established by the state. 23 V.S.A. § 1007(f).

12. Law on posting land. During this time of year we get many calls for information about the laws that regulate the posting of land. 10 V.S.A. § 5201 provides that an owner of land or a person who has the exclusive right to hunt or fish on property may prohibit others from going onto his or her property for hunting, fishing or trapping. The law provides that: "Notices prohibiting the taking of wild animals shall be erected upon or near the boundaries of lands to be affected with notices at each corner and not over 400 feet apart along the boundaries thereof. Notices prohibiting the taking of fish shall show the date that the waters were last stocked and shall be maintained upon or near the shores of the waters not over 400 feet apart. Legible signs must be maintained at all times and shall be dated each year. These signs shall be of a standard size and design as the commissioner shall specify." In addition, the posting must be annually recorded in the town clerk's office where the land is located for a \$5.00 fee. The clerk should have copies of the recording form which is filled out in triplicate with one copy to be kept by the clerk, one copy being given to the person posting the land and one copy sent to the state fish and wildlife commissioner.



13. Landowners who permit public access to land for recreational purposes will not be liable for damage or injury unless it is intentionally or wantonly inflicted. Vermont law protects a landowner from liability when they permit the public to use their land for recreational purposes. The landowner may only be liable for intentional or wanton (malicious) harm. 10 V.S.A. § 448 (protects owners of land which are part of Vermont trails system); 12 V.S.A. § 5793 (protects land owners when property is used for recreational purposes, if it is not with express permission or for compensation).

14. Town sewer ordinance may require properties to connect. If a town or city extends its sewer system, it can adopt an ordinance to require that all adjacent property owners connect to the public system and abandon private septic systems. 24 V.S.A. §3509. The sewage commissioners may require the owners of buildings, subdivisions or developments abutting a public street to be connected to the municipal sewage system.

15. Land can be donated to a municipality and acquired by action of the legislative body for any of the purposes set out in 10 V.S.A. §6301. These purposes include to encourage and assist the maintenance of present uses of agricultural, forest, and other undeveloped land and to prevent the accelerated residential and commercial development; to preserve scenic natural resources; to strengthen the base of the recreation industry and to increase employment, income, business, and investment; and to plan for orderly growth.

16. The selectboard cannot expend any surplus from the general fund that is carried over to the next fiscal year without voter approval. Some boards take care of this issue by including an article for each annual town meeting: *Shall the Town of XX vote to apply any surplus from the current fiscal year to reduce taxes in the next fiscal year.* Otherwise, the board must have an article approved by the voters at a special meeting or the next annual meeting in order to expend the surplus funds for a project.

17. Surplus money in the highway budget can be rolled over into the next year and only requires board approval to spend. 19 V.S.A. §312. The legislature apparently understood that sometimes weather, permits, or other events prevent highway projects from being completed and included the following provision: "The funds raised from town highway taxes shall not be used for any purpose other than that for which the tax was voted subject to the provisions of this chapter. If in any year money so voted is not expended, it shall be applied for the same purpose the following year."

18. There is no statutory limit to the purchase price a municipality can pay for real property that is needed for municipal purposes. Obviously it is a best practice for a selectboard or school board to negotiate a price on any purchase that the electorate will consider to be a fair price, but there is no rule or statute that limits the board. However, if a municipality intends to purchase property with a grant from the Vermont Housing and Conservation Board, it may have to follow the grant rules that limit purchase prices to the certified appraised value.

19. Town cannot prevent social service agencies from submitting a joint petition. The law simply requires the selectboard to place on the ballot articles submitted to them by petition, so long as the subject matter of the article is appropriate for public vote. 17 V.S.A. § 2642. Because a special law permits social service agencies to petition the town for financial support, the board may not reject a petition for support for social services provided to the town. 24 V.S.A. § 2641. This means that social service agencies may join together in circulating a petition signed by five percent of the legal voters to ask to have an article or several articles placed on the warning for town meeting. Although we believe it is best for each social service agency to present its request in a separate article in the petition so that the votes for each agency will be taken separately at town meeting, the social service agencies can decide to lump the request into one article. Note that for articles voted on the floor, the moderator may take a motion to separate the particular requests for individual debate and vote.

20. Vote will count even if absentee voter dies before election day. If a voter who has requested an absentee ballot dies prior to election day, but the voted ballot has been properly returned to the town clerk with the certificate and signature completed by the voter, the ballot should be commingled and counted with all of the other ballots. The statute provides that absentee voters shall be treated as “present and voting” on election day (17 V.S.A. §2550). Therefore absentee ballots properly returned should be counted.

21. Petitions for candidates to be placed on the March 4 presidential primary do not need to have the signatures verified or certified by town or city clerks. The presidential primary candidates must collect 1,000 signatures from legal voters in Vermont on petitions and submit the petitions to the office of the Secretary of State along with the consent of candidate form and a filing fee of \$2,000 on or before 5 p.m. on **January 21, 2008**. The primary petition signatures do not need to be verified at the municipal level.

In our monthly Opinions, we provide what we believe the law requires based upon our legal judgment, years of observing Vermont's local government practices, and Vermont Court decisions. This information is intended as a reference guide only and should not replace the advice of legal counsel.

Tip of the Month

This month's tip is from Linda Parent, Richmond Town Clerk



When inserting the Mylar survey maps into the melinex sleeve, rub a dry fabric-softener sheet over the map on both sides...it slips in very easily with no static.

If you have a tip you would like to share, please contact John Cushing, VMCTA President, at jcushing@town.milton.vt.us

Civics Behind the Scenes

by Missy Shea, Civics Education and Voter Outreach Coordinator

What IS Service-Learning, Anyway?

The term "service-learning" is everywhere I turn lately. It was the presentation topic for my daughter's elementary school open house in October; my 7th grade son is building cubbies for musical instruments in his middle school as part of a service-learning class. And I spent last Monday with a group of energetic and committed professionals from colleges all across that state who spend time coordinating service-learning opportunities for their students.

According to the online info source Wikipedia, "Service-learning is a method of teaching, learning and reflecting that combines academic classroom curriculum with meaningful service, frequently youth service, throughout the community. It integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, encourage lifelong civic engagement, and strengthen communities for the common good."

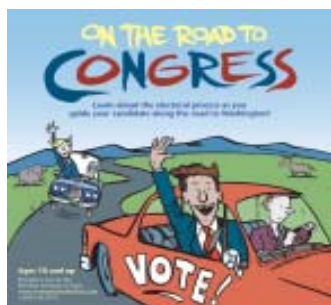
Service-learning is different from community service in its defining key components. A service-learning project must have educational components, connected to the academic curriculum, which provide opportunities for students to have their own voice in the project, to learn by doing, and to reflect by continually thinking, talking, and writing about their experience. Additionally, a service-learning project must engage community partners, and address an authentic community need.

What I really appreciate about the service-learning philosophy is that it goes beyond simply getting something worthwhile accomplished. The very concept demands that students think about what they themselves value, what is valued in their community, and where the two intersect.

I am hopeful that one of these points of intersection might be town government. I encourage you to learn more about service-learning efforts at your local schools, and explore ways that municipalities might partner with students to solve problems and bring all kinds of positive change to your community.

Happy holidays.

HOLIDAY GIFT IDEA!



Do you need a holiday gift for a child? *On the Road to Congress* is a board game that was developed by the Secretary of State's office as a companion to the Vermont Votes for Kids mock election program. The game teaches children what it takes to campaign for political office and provides a fun way to teach students about how democracy works. After learning about the campaign process through this game, we hope that students will have a better understanding of the political races going on around them.

The games are available from the Secretary of State's office for \$20.00, however games are available free of charge to Vermont schools (limit one game per school).

For more information on how to order a game, contact Missy Shea at 802-828-1296 or mshea@sec.state.vt.us, or visit our kids' webpage at <http://www.sec.state.vt.us/kids/index.html>

Safe at Home Program Wins Award

Vermont Secretary of State Deb Markowitz and the *Safe at Home* program were presented with the 2007 RockWater Award by the Vermont Network Against Domestic and Sexual Violence at the network's annual meeting on November 9 in Quechee, Vermont. Secretary Markowitz and *Safe at Home* Coordinator Linda Hall were on hand to accept the award.

The RockWater Award acknowledges the work of individuals or organizations who, through professional or nonprofessional work, have contributed to the movement to end sexual and domestic violence and/ or supported victims and survivors in Vermont.



The goal of the *Safe at Home* program is to help victims of domestic violence, sexual assault, and stalking, who have relocated or are about to relocate, in their effort to keep their perpetrators from finding them. *Safe at Home* offers two service components: a substitute address service and a protected records service. These services limit a perpetrator's ability to access public information which could identify the new location of a victim who is in the program. For more information about the *Safe at Home* program, please contact Linda Hall at 802-828-0586 or visit the website at <http://www.sec.state.vt.us/otherprg/safeathome/safeathome.html>

The Vermont Network Against Domestic and Sexual Violence is a statewide resource on domestic and sexual violence issues. Its director and staff provide technical assistance and training to member programs and statewide partners, inform Vermont legislators and policy makers, and coordinate statewide projects for systems improvement. For more information, visit the network's website at <http://www.vtnetwork.org/main.php>

Quote of the Month

As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them.

John F. Kennedy

Municipal Calendar

December 2007

- 1 Last day to pay property taxes in towns that voted to collect interest on overdue taxes. 32:5136(a)
- 14 Last day for listers to notify persons of omissions from inventory. 32:4086
- 25 *(70 days before Town Meeting)* First day to warn the first public hearing if a charter adoption, amendment or repeal is to be voted on at town meeting. 17:2641(a), 2645(a)(3)
- 25 Christmas Day. 1:371
- 30 Last day for listers to correct real or personal estate omission or obvious error in grand list, with approval of the legislative body. 32:4261
- 31 Town fiscal year ends, unless voted otherwise. 24:1683(c)

January 2008

- 1 New Year's Day. 1:371
- 4 *(60 days before town meeting)* Last day to warn the first public hearing if a charter adoption, amendment or repeal is to be voted at town meeting. 17:2641(a), 2645(a)(3) and (6).
- 9 *(First Wednesday after the first Monday of January, or a date determined by the 2007 Legislature)* Legislature reconvenes – second year of biennium. Vermont Constitution. Ch II, §7
- 15 Last day for tax collector to deliver unpaid real and personal property tax lists to town treasurer. 32:5162
- 15 Last day for town clerk to remit to state treasurer an accounting of dog and wolf-hybrid licenses sold and remit the license fee surcharge for an animal and rabies control program. 20:3581(f)
- 21 Presidential primary petitions and consent forms for major party candidates who wish to be on the ballot for a major party primary shall be filed not later than 5:00 p.m. on the third Monday of January, signed by at least 1,000 registered Vermont voters, with the secretary of state. The petitions must be accompanied by a \$2,000.00 filing fee and a consent of candidate to the printing of his or her name on the ballot. If the petition is accompanied by an affidavit of the candidate that the candidate and the candidate's campaign committee are without sufficient funds to pay the filing fee, the secretary of state shall waive all but \$300.00 of the payment. 17:2702, 2353, 2354, 2358.
- 21 Martin Luther King, Jr.'s Birthday. 1:371
- 24 Petitions for the presidential primary which are found not to conform to the provisions of 17:2353, 2354 and 2358 will be returned to the candidate within 72 hours after their receipt, with an explanation of why they cannot be accepted. Supplemental petitions may be filed not later than ten days after the date for filing petitions only if original petitions have at least the total number of signatures required. 17:2703, 2358
- 24 *(Not less than 40 days before town meeting)* Last day to file petitions signed by at least five percent of voters with town clerk for articles to be included in town meeting warnings. 17:2642(a)
- 24 *(40 days before town meeting)* First day town clerks may post warnings for the presidential primary and town meeting, post the warning and notice in two public places and in or near the town clerk's office. 17:2641(a), 2642
- 24 *(40 days before town meeting)* Last day for board of civil authority to designate polling places and, if necessary, divide the checklist according to geographic boundaries. 17:2501(a)
- 24 *(10 days before first public hearing)* Official copy of proposed charter amendments must be filed in town clerk's office if vote is to be taken on Town Meeting Day. 17:2645(a)(2)
- 25 State Withholding Tax Return is due *(actual date by which return must be postmarked is shown on the printed form)* if reporting less than \$2,500 per quarter. More than \$2,500 requires monthly report; more than \$9,000 requires semi-weekly report. 32:5842
- 28 In Australian ballot towns, nominating petitions for town offices must be filed with the clerk of the municipality no later than 5:00 p.m. (sixth Monday before the election). A nominating petition must be signed by 30 voters or one percent of the legal voters, whichever is less. 17:2681(a) and (b)

- 29 Town clerks receive at least five copies of the presidential primary warning and notice for each polling place in the town (at least five days before they must be posted). Blanks should be filled in on each warning by the town clerk, listing the polling place, address and the time polls open in each town. 17:2521(b)
- 29 By 5:00 p.m. on this date, supplementary petitions originally rejected by the secretary of state must be filed with the office to qualify for the presidential primary. The petitions will be subject to review in the same manner as the original submissions. 17:2358
- 29 Last day for auditors to post 10 days' notice of their meeting to examine town accounts. 24:1681
- 29 (*Within 24 hours of receipt*) Town clerk must return nominating petitions found not to conform, stating in writing the reasons why they cannot be accepted. 17:2681(e)
- 30 (*Wednesday after filing deadline*) 5:00 p.m. deadline for candidates to file written consent for the candidate's name to be on the ballot. 17:2681(a)
- 30 (*Wednesday after filing deadline*) 5:00 p.m. deadline for a person to withdraw after he or she has consented to be nominated. 17:2681(d)
- 30 In Australian ballot towns, candidates for municipal office must file a consent of candidate form with the municipal clerk by 5:00 p.m. (Wednesday after the filing deadline). 17 :2681(a)
- 30 (*Wednesday after filing deadline*) 5:00 p.m. deadline for candidates to file supplementary petitions if initial petition was not accepted. 17:2681(e)
- 30 Last day for town clerk in municipality with fiscal year ending December 31 to publicly disclose fees kept as compensation for that fiscal year. 24:1179
- 30 Last day for U.S. Congressional candidates to file FEC non-election year year-end report (July 1-Dec. 31). 2 U.S.C. § 434(a)(2)
- 31 Last day to mail W-2 Withholding Forms to employees.
- 31 Last day to file Form 941 (*Quarterly Withholding Return*) with the IRS.



The Municipal Calendar is provided by the Vermont League of Cities and Towns/Chittenden Bank and the Secretary of State's Office.

Upcoming Events

Municipal Roundtable: Managing Conflicts of Interest

Start Date: Wednesday, January 16
Start Time: TBA
Place: VLCT Offices in Montpelier, VT
Summary: Municipal Roundtable: Managing Conflicts of Interest.
Cost: TBA

Contact for More Information:

Name: Jessica Hill at Vermont League of Cities and Towns
Phone: 802-229-9111
Email: jhill@vlct.org
Web: www.vlct.org

Mailing List Updates!

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December 2007

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