



# Opinions

Office of the Vermont Secretary of State

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June 2010

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## Quote of the Month

The world needs dreamers and  
the world needs doers. But  
above all, the world needs  
dreamers who do.

- Sarah Ban Breathnach

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## A Message from the Secretary

This spring I have had the great pleasure of going around the state recognizing many of Vermont's longest serving local officials with a public service award. The Vermont Public Service Award recognizes elected and appointed officials who have served 20 or more years in office. It has been an extraordinary pleasure to meet the people who make our communities strong - from Hayden Janes in Richford who served for 60 years as a justice of the peace and on the fire department, to Judith Reed from Fair Haven who has been a lister for 20 years.



I started the Vermont Public Service Award program when I first took office in 2000 because I was alarmed to see that towns were having a hard time filling vacancies and getting folks to run for office at town meeting. It seemed to me that people were not going into public office because - well - it looks like a thankless job. (And often time it really is!) So I decided that it was about time to thank our long service elected officials!

But the purpose of the Vermont Public Service Award program is twofold - it gives our dedicated local officials the recognition they deserve for long and dedicated service. But by highlighting the vital role our public servants play in our towns, and by honoring them for their service it is my hope that others will be encouraged to step forward.

It is easy to idealize self government. As Thomas Jefferson said, "man is capable of living in society, governing itself by laws self-imposed, and securing to its members the enjoyment of life, liberty, property, and peace." But actually accomplishing this is often messy, sometimes boring, and is, generally speaking, a lot of work! Vermont's local officials run our elections, set the grand list, determine appeals, keep the roads in good repair and passable in all seasons of the year. They ensure our children are properly educated, they plan for and regulate growth in our communities, and they are there for us in times of emergency.

Vermont's local officials serve mostly as volunteers. Their commitment to public service - without pay (or adequate pay), without applause, without personal advancement, is a precious gift; a gift we should celebrate. We couldn't buy it, at any price. In Vermont our local governments work because good people are willing to give up the most precious commodity - their free time - to the still vital principle of democracy: that government only works if we all participate.

Let's all extend our gratitude for the hard work our local officials do to make our communities and the state of Vermont a better place!

Deborah L. Markowitz, Secretary of State

# Voice from the Vault

## by Gregory Sanford, State Archivist

*Unbeknownst to Gregory, we are hijacking his column this month. On May 4, UVM's Center for Research on Vermont presented Greg with their lifetime achievement award. Below is the speech by Connell B. Gallagher, Library Professor Emeritus, retired Head of Special Collections at UVM.*

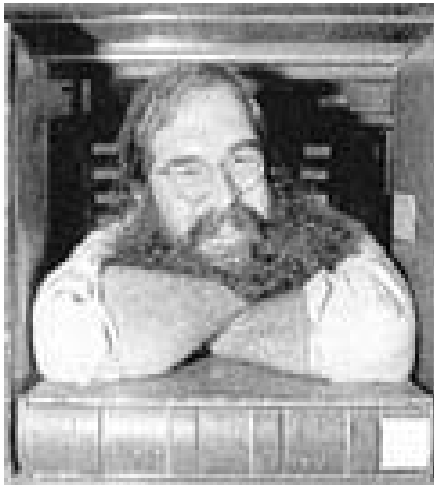
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### D. GREGORY SANFORD

#### Center for Research on Vermont Lifetime Achievement Award

Where do you begin to describe Gregory Sanford and his contributions to the state of Vermont? He's so big you cannot miss him, and he is such a giant that he gets in the way of everything around him. He has left his mark everywhere from small town rural Vermont to the University, and most particularly on Vermont state government.

Greg came to Vermont from Connecticut; yes, he is a flatlander not a mountain man. He is a self-proclaimed sixties hippie, and where else do eastern hippies go than to the Green Mountain State where they can revel in the woods. He thought he'd try his hand at carpentry to earn a living, but he finally admitted that "the basic skills of carpentry eluded me," so he thought next that he would try a turn at history. He hitched a ride to UVM where he met Professor Sam Hand, and that changed everything, at least intellectually. This meeting would lead him to Special Collections and eventually to a career in archives.



I have known Greg Sanford for about 35 years. He came to UVM at the same time as the Senator George D. Aiken papers, but he arrived after we unloaded the trailer-truck. Greg started to work on Justin Smith Morrill and U.S. foreign policy in the late-19<sup>th</sup> century, but Sam quickly steered him to George Aiken and the 1936 presidential race. A version of his masters' thesis "You Can't Get There from Here: The Presidential Boomlet for Governor George D. Aiken, 1937-39" was published in *Vermont History* magazine in 1981. Just as Greg was finishing the master's degree, there was an opening at the Center for Research on Vermont, and he filled that post until the arrival of Kris Peterson-Ishaq in 1979. He has served the Center in many ways from that time on, presenting eight Research-in-Progress Seminars, papers at the two Center multi-year NEH funded conference series *Lake Champlain: Reflections on Our Past* and *We Vermonters: Perspectives on the Past*, serving on the Board of Editors for the Occasional Papers series, and serving five terms on the Executive Committee, including one as the first Chair of this body. With Kris in place, Greg

was free to take a job at MIT in 1978 working with oral historian Charlie Weiner on a project with a group of scientists. He picked up a lot of historical project management experience in this job, and he learned a lot about archives because he was closeted with Helen Samuels, Head of the MIT Archives & Special Collections Department, a woman who loved to talk and theorize about archives. When he returned a year later, Charlie Morrissey hired him to coordinate activities on the George D. Aiken Oral History Project, and Greg produced a 200 page user-friendly summary of the interviews with Aiken entitled "The George D. Aiken Oral History Memoir" in 1981.

When the old Chittenden County Courthouse burned the same year, Greg dropped everything to help me and my assistant Tom Connors to save the records in the basement. We worked for four full days in the dark with flashlights while a salvage company demolished the building over our heads. The records had been thrown on the floor and were well watered by the fire department. Since this was in April, many of them had frozen as well. We were able to save

approximately 300 boxes of 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> century records, including County divorce case depositions from 1820-1920, and we loaded them into Greg's pick-up truck. This is a little known piece of Greg's biography, but a sign of things to come as he moved closer to a career in archives.

When Greg's predecessor, Marlene Wallace left the State Papers Office in 1982, Assistant Secretary of State Paul Gillies recommended Greg to be the new Editor of State Papers, and he was hired by Jim Douglas. Greg was later to morph this position into that of State Archivist, but at this time he was happy to have a full-time job in some aspect of the history profession. He did not realize yet that he was slowly becoming an archivist. Greg moved into the Editor's office in the basement of the Pavilion building and set up shop. The work in the courthouse prepared him for another basement job, though this time he did put a framed picture of a landscape on the wall to simulate a window, and there was electricity. Greg reviewed the small collection of papers under his purview, carried on the preservation work of his predecessor, and he and his staff of one continued to publish volumes in the State Papers series, but these were of more contemporary records relevant to issues before the General Assembly. Though he was in the basement, he was starting to see the light. Almost from the beginning, Greg acted as a state archivist. He was an educator, a person who went out to towns to meet with clerks and to help them with their records, and who met with Supreme Court officials to help them to design a program for the preservation of the records of the Court. He did some teaching as well, and he expanded the preservation lab and the staff. Greg wanted to create an active state archives that met, and even anticipated the needs of the modern legislature, contemporary state offices and the general public. Greg's vision of the state archives was not a dusty one.



When the archives was moved to the Redstone building and physically joined with the Secretary of State's office, it became part of the information and publishing wing of that office. Greg set up a fully functioning reference collection in a search room for patrons to use. He recognized the value of context in doing public policy, and he wanted to inject the historical record into the contemporary debate. He became the first truly "public" archivist. He worked with the Secretary of State and the Governor to craft legislation to establish the Vermont State Archives and to give the agencies of state government a blueprint for what to save and how to save it. He established a culture in Montpelier that stressed the importance of records in making public policy.



The archives staff embraced technology and created a website with a section called "Continuing Issues of Government and Governance" to field questions from legislators, the press and the public, and to provide answers and pathways through the historical record. Greg added a "spotlight on records" section and informed the relevant legislative committees about the reports that were put online. The site is rich and teeming with information, and it is updated frequently. For this and other outreach and advocacy efforts, the Vermont State Archives received the prestigious Philip M. Hamer and Elizabeth Hamer Kegan Award, from the Society of American Archivists in 2002.

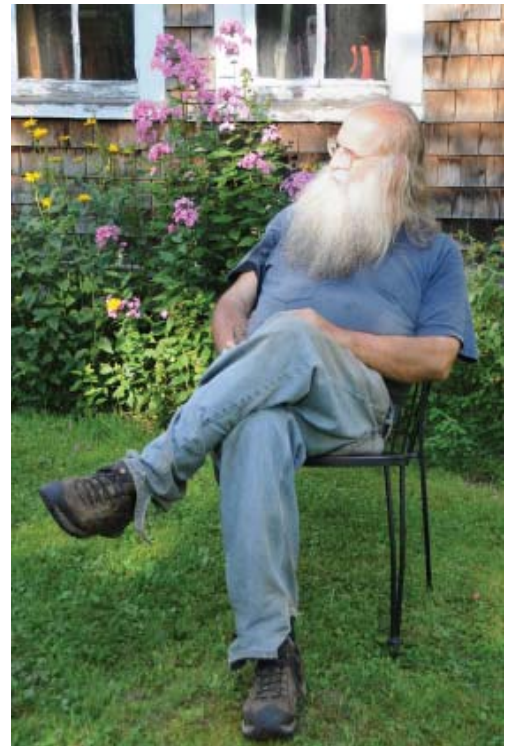
Greg wrote weekly columns, including "Voice from the Vault," for state publications to educate staff and to prod them to take their custodial responsibilities seriously. He was very active on the Vermont Public Records Advisory Board, and he brought in other archivists from around the state to help with appraising current state records and establishing retention and disposition standards for them. He led the Vermont State Board of the National Historical Publication and Records Commission (VHRAB), a board that encourages and helps large and small historical organizations to apply for and receive federal grants for preservation and access projects. And I can say from experience that Vermont, under Greg, has one of the most active state boards in the country with results visible throughout the state.



Early in his tenure at the archives, Greg realized that the very founding documents for Vermont were at the New York State Library. The 60,000 documents included the papers of the Ethan and Ira Allen, other Vermont Revolutionary War figures and papers of early Vermont leaders and politicians. The collection had been purchased by the New York State Library from antiquarian collector Henry Stevens Sr. of Barnet, Vermont in 1874 and it was later badly damaged in the 1911 library fire. The records were on the whole inaccessible. I remember that it took a tremendous effort by Greg to convince the officials in New York to join in a cooperative project to have the papers restored and microfilmed so that each state would have better access to the documents. Using his famous charm and diplomacy over a period from 1985 to 1989, he won the support of Jim Corsaro at the N.Y. State Library, attracted grant funding from the NEH, and put together a professional staff to carry this project to success. Greg will be remembered for a lot of contributions to Vermont history, but this project will be at the top of the list.

Greg served on many Vermont state boards, commissions and committees as we have seen, including the Vermont State Bicentennial Commission and the Governor's Commission on Native American Affairs, and was very enterprising in New England and on the national scene. He was an active member of the National Association of Government Archives and Records Administrators (NAGARA), a steering committee member of the Council of State Historical Records Coordinators, and a member of the Council of State Archivists. Greg served as a member of the Executive Committee of the New England Archivists (1984-90) and was elected President of this group in 1988. He received the coveted NEA Distinguished Service Award for exemplary service to the archival profession and archives in New England in 2002.

Greg has written dozens of articles in local, regional and national publications, edited volumes of state records and he has given numerous talks and lectures on Vermont history and archival theory, and on the model program he created for the Vermont State Archives. He has written many successful grant proposals as well that have moved the archives forward. The joining of the Vermont State Archives and Vermont State Records into a single agency in 2008 was the realization of a dream long held: "It made a great deal of sense. This gives us an opportunity to manage records throughout their lifecycle." Now the two units are physically joined in the records storage facility in Middlesex. Greg's new challenge is to convert this space into a working, functioning archives with a reading room and a reference collection, to continue to provide context for the deliberations of state government, and to breathe life into the ongoing work of the archives. It's deja vu all over again in a much larger space. Greg has finally made it out of the basement, and this time there are windows.



Gregory Sanford, because of your love of Vermont, your tireless efforts to create a state archives worthy of its history, your support of Vermont institutions like the Center for Research on Vermont, your advocacy, your writing and teaching, your mentoring of others, and the large footprint you will leave behind, the Center for Research on Vermont is proud to present you with the Lifetime Achievement Award for enduring contributions to research vital to the state and citizens of Vermont.

Connell B. Gallagher  
May 2010

# Opinions of *Opinions*

## by Secretary of State Deb Markowitz

1. **The BCA or voters establish polling places in a district.** The law provides that all polling places must be in a public place in the voting district, unless the town chooses to have all voting districts at one polling place. The polling places are designated by the board of civil authority unless the voters designate a different polling place at an annual or special meeting. 17 V.S.A. §§2501, 2502.
2. **Polling places must be accessible to all.** When establishing its polling places, boards of civil authority and/or town voters must pick a polling place that is ADA accessible and it should choose a nonsectarian location. Note that courts have ruled in other states that the use of a church all-purpose room is only permissible when absolutely no other public place is available. Because Vermont law permits the town to establish a polling place that is outside of the district, this should almost never come up in Vermont. The goal is to make every voter feel comfortable and welcome, so it is a best practice to take this time between elections to find and designate a truly public place for your voting to take place.
3. **BCA or voters can designate different polling locations for the primary and the general election.** Because voter turnout is generally much lighter for primary elections some towns designate a different location for the primary election than for the general election. If the BCA votes to use a different polling place for the primary and general elections, the BCA should advertise this in the community in addition to the required posting of warnings. Clerks should notify the Elections Division of any changes as they post the locations on their website.
4. **The BCA can set the voting hours so long as voting begins by 10:00 a.m. and all polls close at 7:00 p.m.** The law permits the board of civil authority to meet from time to time to change the hours when the polling place is open for a particular election or for all future elections. It is our general advice that having consistent hours for voting helps voters know when they can count on the polling place to be open. That being said, if the BCA believes it is in the best interest of the municipality, the BCA can vote to change the hours for voting. 17 V.S.A. §2561.
5. **The town clerk runs the elections unless another presiding officer is appointed.** Vermont law provides that the town clerk is the presiding officer for all elections unless the town, by previous vote at an annual meeting or by charter, has provided otherwise. 17 V.S.A. §2452(a). However, if a town clerk will be unavailable or unable to serve at a particular election, then the board of civil authority must promptly appoint a voter of the town to serve as presiding officer. Also, if the town has more than one polling place, the board of civil authority must appoint a presiding officer for each additional polling place. 17 V.S.A. §2452(b).
6. **BCA appoints assistant election officials.** The law contemplates that the elections are staffed by members of the board of civil authority. However, if there are not going to be enough members of the board of civil authority available to staff the polling places, then prior to the day of the election, the board of civil authority shall appoint a sufficient number of voters from each district to serve as assistant election officials in each polling place. 17 V.S.A. §2454. The board shall make every effort to appoint an equal number of legal voters of the town (and district) from each major party. These election officials must be sworn in before the polls open and activity begins.
7. **Town and school may borrow money from each other to manage cash flow.** The selectboard and school board may loan money to each other secured by a note signed by the selectboard or school board, as the case may be. 16 V.S.A. §429. The note shall stipulate the terms and the notes shall be payable upon demand or mature within three months from the date of issue. Obviously, the boards need to have the funds available and be willing to cooperate. This is just a reminder that this option may be helpful in some towns and circumstances.
8. **Special town or special school district meetings may be held on any day chosen by the legislative body, so long as appropriately warned.** If more than one town or school boards want to meet on the same day, the meeting places need to be separated, but no law would prevent several meetings from being scheduled simultaneously. However, it may not be appreciated by voters who are interested in attending both or all of the meetings. We suggest that it is a best practice for the chair of the boards to consult with each other before signing the official warning, but it is not required by law.
9. **The law permits a quick turnaround when re-voting a budget by Australian ballot.** When a town or school district or other municipal corporation uses the Australian ballot system of voting for the budget, if the budget is defeated, the legislative

body may warn another election on a revised budget with at least seven days warning with at least five days notice of the informational meeting. 17 V.S.A. §2680(c) and (g). The vote must also be in the same location as the first vote. 17 V.S.A. §2680(c). We suggest that boards consider giving at least 10 to 15 days notice and try to keep the voting on Tuesdays when voters expect elections but the statute provides latitude for failed budget circumstances. Also, the board needs to make arrangements with the town or school clerk so that absentee ballots are available as soon as possible. The normal 30 to 40 day warning period for a special meeting or election does not apply to Australian ballot budget votes when the budget has failed to pass at all prior annual and special meetings.

10. **Minutes must be available within five days of the meeting.** The Vermont public records law provides that minutes of ALL meetings of public bodies, including committees and subcommittees, shall be available for inspection and/or for purchase of copies upon request after five days from the date of any meeting. Some boards mistakenly believe that they can wait until five days after the minutes have been approved at the next meeting of the board. This is not the case. Draft minutes must be made available five days after the meeting. The person drafting the minutes can boldly stamp them “DRAFT” on each page, or write DRAFT across the top, but the intent of the statute is that interested persons must be able to review the minutes after five days from the meeting. 1 V.S.A. §312(b) (2)

11. **Minutes of meetings do not need to be posted by the town.** Although some towns or boards post minutes on the bulletin board or on a website, this is done as a courtesy only—the law does not require posting of minutes. 17 V.S.A. §312 only requires that minutes be made available for inspection and copying within five days of the meeting.



12. **Minutes of meetings are not transcripts.** Meeting minutes must contain at least the following: list of board members present; list of all other active participants; all motions, proposals, and resolutions made, and what action taken or disposition was made; and the results of any votes, with a record of individual votes IF a roll call vote was requested. If a clerk or secretary to the board attempts to include too much additional discussion with attribution to participants, or to characterize discussions, a board can be forced to spend too much time “correcting” the minutes. Minutes are not intended to be a transcript of the discussion but rather a clear summary of action taken for future reference. 1 V.S.A. §312(b)(1)

13. **Treasurer can often serve as assistant clerk.** In towns that have two different people serving as clerk and treasurer it is not uncommon for the two officials to serve as each other’s assistants. This is acceptable so long as the assistant clerk does not keep the records of the town orders. 24 VSA § 1622 provides that “the chairman of the board of selectmen shall keep or cause to be kept a single record of all orders drawn by the board showing the number, date, to whom payable, for what purpose and the amount of each such order. All other officers authorized by law to draw orders upon the town treasurer shall keep a like record...If the records of orders named in this section are made by an assistant clerk, the assistant clerk shall not be the town treasurer, or the wife or husband of such town treasurer, or any person acting in the capacity of clerk for the town treasurer.” The purpose of this law is to ensure there is a proper audit trail – ensuring that the person who keeps the records of orders is different from the person writing the checks on those orders.

14. **Coin drops must be approved by selectboard.** Vermont law makes it illegal for people to stand in the roadway to solicit from passing vehicles. However, if the selectboard approves, a not-for-profit or municipal organization can conduct coin drops or other solicitations (except on limited access highways). Before it grants a request to conduct a coin drop the board must be sure that the proposed activities or location would not create a safety hazard or cause undue traffic congestion. The board must also be sure that organization has adequate liability insurance. Note that the law prohibits children who are under 16 to participate in coin drop solicitations. 23 V.S.A. § 1056.

15. **Board must warn public before sale of municipal property.** Unless a municipal charter provides otherwise, if the legislative body of a town or village wants to sell municipal real estate, the board must post a notice of the terms of the proposed sale in at least three public places within the municipality, including the clerk’s office, and publish the notice in a local paper at least 30 days prior to the date of the proposed sale. The sale may go through unless a petition signed

by five percent of the legal voters of the municipality objecting to the proposed conveyance is presented to the municipal clerk within 30 days of the date of posting and publication of the notice. If a petition is received the board must put the question of the sale to a vote. If the board wishes it may circumvent the notice and petition process and simply put to public vote the issue of whether the community should sell a particular municipal property. If a majority of the voters of the municipality present and voting vote to approve the proposed conveyance, the real estate may be conveyed. 24 V.S.A. § 1061.

- 16. Board may convey certain property without public input.** The legislative body of a town or village may authorize the sale of municipal real estate if the sale is related to the control, maintenance, operation, construction, relocation or abandonment of highways or public water, sewer or electric system, or involves real estate used for housing or urban renewal projects. 24 V.S.A. § 1061.
- 17. Municipal property is conveyed by agent to sell real estate.** Although the decision about whether to sell municipal property is made by the legislative body of the town or village or the voters of the municipality, the papers that effectuate that sale are signed by an agent elected or appointed to sell property. The certificate of election (if elected) or appointment (if appointed) must be recorded by the clerk. 24 V.S.A. § 1061.
- 18. E-mail addresses are not exempt from public disclosure.** All records that are produced or acquired in the course of town or school business are public records unless an exception in the law permits them to be kept confidential. Because the law does not include an exemption for e-mail addresses that are collected by the town (except insofar as an employee's home e-mail address might be considered personal personnel information, or a student's e-mail address might be considered private under school privacy laws) this information will be available to the public. 1 V.S.A. § 317.
- 19. Listers can't be forced to use an appraiser.** The law gives the listers the duty to examine and appraise the property in the town for the purpose of setting the grand list. The law provides that "When a board of listers are of the opinion that expert advice or assistance is needed in making any appraisal required by law, they may, with approval of selectmen or by vote of the town, employ such assistance." 32 V.S.A. § 4041. No law would require them to do so.
- 20. Selectboard may hire appraiser when the town cannot find enough listers to perform duties.** In 2003, in response to the difficulties many towns were having finding people willing to serve as listers in their towns, and the need to keep the town's appraisals up to date, the legislature added the following provision. "Notwithstanding any other provisions of law to the contrary, in the event the board of listers of a municipality falls below a majority and the selectboard is unable to find a person or persons to appoint as a lister or listers, the selectboard may appoint an assessor to perform the duties of a lister. . . until the next annual meeting." 17 V.S.A. § 2651c. The appointed person need not be a resident of the municipality and has the same powers and is subject to the same duties and penalties as a duly elected lister for the municipality.
- 21. Listers should never appraise their own property or property of family members.** It is a conflict of interest for a lister to appraise property that is his or her own, or the property of a family member. It is important that the community have faith in the objectivity of the tax appraisals. An important way to maintain that faith is by ensuring that listers do not participate in assessments of property where they might have a real or financial interest.



*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.*



# Civics Behind the Scenes

by Missy Shea, Civic Education and Voter Outreach Coordinator

I recently spent a couple of Friday afternoons helping out with Public Service Awards sponsored around the state by our office. Initially, I did it because I was asked. Now I find myself looking forward to these simple yet profoundly meaningful celebrations.

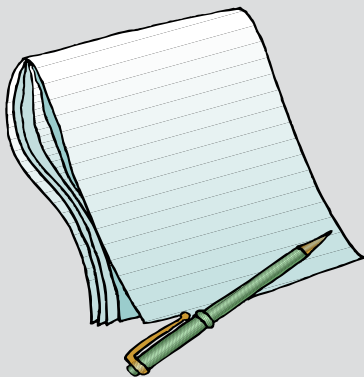
The Vermont Public Service Award program honors individuals who have served as an elected or appointed local official or as a fire or rescue worker for 20 or more years. Since Secretary Markowitz first established the program in 1999, hundreds of Vermonters have been honored for their public service. The hope is that not only will the Vermont Public Service Award program give dedicated local officials the recognition they deserve, but that by highlighting the vital role public servants play in our towns, it will encourage others to take a turn at serving their communities.

Last Friday the event was at the American Legion in Middlebury. The room was filled with about 200 in attendance. Most volunteers don't tend to think too much about the time they dedicate to municipal service, but their efforts and sacrifice are significant. This bringing together of long-standing select and school board members, EMTs, second constables, town auditors, and a host of other positions that get filled in each year provided an impressive visible composition of the massive volunteer effort it takes to run our towns. Watching a crew of fire fighters who've been serving together for over 20 years chat and laugh aloud as they waited for the program to begin made me reflect on the value of their experience and teamwork, and how that benefits those they help. Standing to recognize the folks who've given over 50 years of service to their communities really made me stop and think. The depth of their dedication touched me. Singing "These Green Mountains," the Vermont State Song, led by Secretary Markowitz at the end of each awards ceremony, brings a sentimental tear of appreciation to my eye, and I wasn't the only one in the room who felt it. These green mountains truly are our home; I am grateful for that, and for all of the wonderful volunteers who give so much of themselves to make our home state of Vermont such a great place to live.

## Tip of the Month

### **Mobile Polling Stations - Rosemary Morse, Berlin Town Clerk**

In 2008, the Secretary of State worked with a limited number of town clerks to conduct pilot mobile polling stations in nursing homes, long term care facilities, and assisted living facilities. The Office of the Secretary of State published a mobile polling handbook which provides detailed instructions and procedures for a town to establish a mobile polling station and to allow pairs of election officials to go to the mobile polling site at a designated time to provide the opportunity for voter registration and voting.



The law has now been amended to allow any town or city clerk to request approval from the Office of the Secretary of State to establish a mobile polling station. If you have long term care facilities in your community and you would like to offer a mobile polling station, please contact Kathy DeWolfe for approval at 802-828-2304 or [kdewolfe@sec.state.vt.us](mailto:kdewolfe@sec.state.vt.us). She will send you the mobile polling handbook and assist you with any questions.

I was one of the town clerks who participated in the pilot project in 2008. The key to our success in conducting mobile polling was that we began planning with the activities director at the facility well ahead of the scheduled date for the mobile polling station. The facility staff was able to introduce the opportunity to vote at the facility to residents, prepare a list of interested voters, and then assist voters in coming to the polling station during the scheduled voting hours. At first residents were a little surprised that they could vote at the facility, but they were very pleased with the experience and pleased to not need to worry about individually requesting an absentee ballot. I plan to contact the new activities director soon to find out if she will continue to assist us in offering a mobile polling station.

*If you have a tip to share, contact Alison Kaiser at [akaiser@townofstowe.vermont.org](mailto:akaiser@townofstowe.vermont.org)*



## Vermont Public Service Awards



**Grand Isle**



**North Hero**



**Richford**



**Fairfield**



**Georgia**



**St. Albans**



M. Hayden Janes of Richford provides words of wisdom at the Vermont Public Service Awards in Georgia on May 7. He has served 60 years as a justice of the peace and on the fire department.



Nearly 200 people crowded the Middlebury American Legion on May 14th for the Vermont Public Service Awards in Addison County.

**Reminder - As in years past we will not publish a July issue of OPINIONS. Look for our summer edition in early August!**

# Upcoming Events

## 2010 Vermont Public Service Awards

We have scheduled the 2010 Vermont Public Services Awards on the following dates and times. Each award recipient will receive a personal invitation to their county's ceremony a few weeks before the event. If you have any questions, please contact Ginny Colbert at 802-828-2148 or gcolbert@sec.state.vt.us

<u>Date</u>	<u>Time</u>	<u>Location</u>
Friday, June 4	4:30 p.m.	Vershire Town Hall (for Orange Co.)
Friday, June 11	4:30 p.m.	Whittemore Theater, Marlboro College (for Windham Co.) <b>Please note - this is a change of location!</b>
Monday, June 14	4:30 p.m.	Manchester VFW (for Bennington Co.)
Friday, June 18	4:30 p.m.	Lyndon State College (for Caledonia, Essex, Orleans Co.)

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## 2010 ELECTIONS PROCEDURES WORKSHOPS

Secretary of State Deborah Markowitz and Kathy DeWolfe, Director of Elections, will present these workshops for Board of Civil Authority and appointed election officials focusing on Election Day from opening the polls through reporting election results to the Secretary of State.

Please r.s.v.p. to your town clerk so we will have a count for each session. Town clerks, please notify Melanie Hodge at mhodge@sec.state.vt.us of the number attending from your town at least 1 week before the scheduled session.

**All workshops are from 6:00 - 7:30 p.m.**

<u>DATE</u>	<u>TOWN/CITY</u>	<u>LOCATION</u>
Tuesday, June 22	Newport City	Newport City Library
Thursday, June 24	Bennington	Bennington Fire House
Thursday, July 15	Springfield	Springfield High School Auditorium
Thursday, July 22	South Burlington	South Burlington Town Office
Tuesday, July 27	West Rutland	West Rutland Town Hall
Tuesday, August 3	Lyndon	Public Safety Building
Thursday, August 5	Montpelier	City Hall
Tuesday, August 10	Middlebury	American Legion

# Critical Election Dates

May 10 - June 17, 2010 (5:00 pm)	Filing period for major party candidates to file primary petitions and consent forms.
May 10 – June 17, 2010 (5:00 pm)	Filing period for independent candidates to file General Election petitions and consent forms.
May 10 – June 17, 2010 (5:00 pm)	Filing period for certificate of nominations and consent forms from minor party candidates and nominees of major parties that failed to nominate candidates in the primary.
June 17, 2010 (5:00 pm)	Deadline for August Primary petitions and consent forms; General Election petitions and consent forms by independent candidates, and minor party nominations and consent forms.
July 12, 2010	Town clerks to receive Primary Election ballots.
July 15, 2010	Campaign finance filing date for all but county candidates.
August 27, 2010	Filing deadline for justice of the peace candidates nominated by party caucus (file certificates of nominations with the town clerk).
August 17, 2010	Campaign Finance filing date for all but county office candidates.
August 17, 2010	10-Day Pre Primary Campaign Finance filing date for county office candidates only.
August 18, 2010 (5:00 pm)	Voter Registration Deadline for the August Primary.
August 24, 2010	Primary Election Day
September 15, 2010	Campaign Finance filing date for all but county office candidates.
September 20, 2010	Town clerks to receive General Election ballots.
October 15, 2010	Campaign Finance filing date for all but county office candidates.
October 25, 2010	10-Day Pre General Campaign Finance filing date for county office candidates only.
October 27, 2010 (5:00 pm)	Voter registration deadline for the General Election.
November 2, 2010	General Election Day
November 15, 2010	Campaign Finance filing date for all but county candidates.
December 15, 2010	Final Campaign Finance report for all candidates and 40-Day Post Election Campaign Finance reports for political parties and political action committees.

**Check your elections calendar and VLCT Municipal Calendar for more complete information. Also visit the Secretary of State's elections page at <http://vermont-elections.org/soshome.htm>**

# Mailing List Updates!

**Help us keep our mailing list up to date!**

***Let us know if:***

- your address needs to be updated,
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Send us a note via fax: 802-828-2496,

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Be sure to include the information from your current *Opinions* mailing label as well as any changes that you would like to have made.

***Thank you for helping us keep Opinions running efficiently!***



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June 2010

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