

# Opinions

Office of the Vermont Secretary of State



Vol. 9, #6

June 2007

## A Message from the Secretary



The streets of downtown Montpelier feel empty since the legislative session has come to an end and Vermont's legislators have returned to their homes until next winter. The quiet is a nice change, and it gives us time to study what was done during those final hours and how it will impact the work we do (and, of course,

the work YOU do.)

Special thanks must be given to Donna Sweaney and Jeanette White, the chairs of the House and Senate Government Operations committees. These two women worked overtime to be sure that our office and the perspective of local officials were considered as they grappled with challenging local government and elections issues. The members of their committees – which included current and former selectboard chairs, board of civil authority members, planning commissioners, a library trustee and a current town clerk - also added a practical understanding of how our cities and towns operate to every discussion. They all deserve our thanks.

Municipal issues are not always the hottest topics. They don't often garner headlines (unless they involve the property tax!). And yet, the laws governing our cities and towns need careful consideration and, from time to time, fine-tuning. In addition to amending 14 different town charters, this year the committees focused their energy on amending some of our election laws. They sought to streamline and improve our election procedures, they looked at ways to help revitalize our traditional town meeting and they searched for ways to prevent abuse of reconsideration votes.

In the coming months we will be updating our website and publications to provide you with detailed information about how the new statutory changes will affect your work. And,

of course, we have already opened a new file for ideas for next year's legislative proposals.

Over the summer we will be working with town clerks and others to look at ways to improve voter turnout in Vermont, and we will also be working with local officials to come up with proposals that would make it harder for local officials to get away with embezzling money from a town, and would permit the removal of a local official who has been arrested or indicted for a crime relating to their public office. If any of you have an interest in working on these issues with us, or if you have your own ideas about how our laws can be improved to help make your town government run more smoothly, please feel free to contact me at [dmarko@sec.state.vt.us](mailto:dmarko@sec.state.vt.us).

Deborah L. Markowitz, Secretary of State

### In this Issue

Voice From the Vault.....	pg. 2
Tip of the Month.....	pg. 3
Opinions of Opinions .....	pg. 4
Civics Behind the Scenes .....	pg. 8
Municipal Calendar.....	pg. 9
Quote of the Month.....	pg. 9
2007 Centennial Nonprofit Awards.....	pg. 10
Upcoming Trainings.....	pg. 11

## What is Past is Prologue

Inscribed on the National Archives and Records Administration building in Washington, D.C. is the quote, “What is Past is Prologue,” taken from Shakespeare’s *The Tempest*. Regular readers realize that the quote is often applicable to this column’s examination of “current” events within the context of historical antecedents.

The current event, actually events, that occasion this month’s column directly touch on the Archives. The legislature just appropriated \$1.7 million for site preparation for a new archives and research facility. In addition the Senate Government Operations Committee approved a measure uniting the records management program, currently within the Department of Buildings and General Services, with the Archives. Voted too late in the session for further action, the proposal will be discussed and voted when the legislature reconvenes in January.



An appropriate archives facility in Montpelier has long been a dream of Vermont researchers. In his 1846 address, “Deficiencies in our history,” James Davie Butler lamented, “The fruits of our historical harvests and gleanings ought also to be garnered up in a chief place of concourse, instead of in the corner [of the State House] where they are now secluded.” Butler was referring to the Vermont Historical Society and perhaps the Archives since both were housed in the state house.

What recently caught my attention, however, was a 1967 proposal to create a department of archives and libraries to be housed in a \$15 million addition to the state house. The proposal is in the records of the Advisory Committee on Administrative Coordination formed in 1966 to help Governor Philip Hoff restructure government (the two boxes of Committee records, identified as record series PRA-150, are referred to in our online record series database at: <http://vermont-archives.org/research/database/series.asp>). The committee’s charge was to create, where possible, super agencies organized along functional lines and to enhance the governor’s control over dozens of independent boards and commissions.

The proposal came from the Subcommittee on Archives and Records chaired by Aeronautics Commissioner Edward F. Knapp. Whatever conflation of thought between aeronautics and archives led Governor Hoff to appoint Mr. Knapp proved fortuitous. The subcommittee took its charge seriously and gathered extensive professional input on archival management and libraries.

Their proposed department would be under a commissioner appointed by the governor. It would consist of a library and an archives division. The library division would be created by combining the state library, minus the law library which would be moved under the supreme court, with various independent public library services and boards. The archives division would be formed from the archives under the secretary of state, the public records commission, a micrographics program for town records, and birth, death and marriage records that would be transferred from the department of health once they were 70 years old.

Olney Hill, the public records director, supported the merger as long as the archives and library divisions had equal status. He lamented that researchers had to visit three different sites to study government archival records and thought the proposed new building was essential given the lack of space for records. The commission also discussed whether to recommend a single advisory board for working with agencies on recordkeeping or to create advisory boards within each branch of government.

The library community was split on the proposal, opponents noting that they had already studied the department of libraries' needs and had a bill pending to implement their recommendations. The Vermont Historical Society was initially included in the scope of the new department, but the VHS's director, Charles Morrissey, demurred. He noted that the VHS was not a state agency, but, he added, the state was statutorily required to provide it with space. He recommended a space for the VHS near the new archives and library building. The health department had concerns about control of the birth, death and marriage records.

Ultimately the subcommittee's recommendation was not acted on, primarily because the new building was not funded. Without a building, consolidation would not work. Many of the issues identified by the archives and records subcommittee persisted, or worsened. Now, forty years later, some of that vision—an adequate archives and research facility and a consolidated records program—are moving toward realization.

I would be remiss in not noting that the work of the other subcommittees also has currency. One proposed superagency was a natural resources agency, which just announced its own restructuring initiative. Another proposal was for a human services agency, including discussion about the role of the mental health commissioner within that agency. The proposal to close birth, death and marriage records for 70 years is back under discussion because of recent national security legislation. And this does not exhaust the parallels between the commission's work 40 years ago and today. While most of Hoff's proposals failed they were subsequently enacted during the administration of Deane C. Davis.

For students of Vermont state government, the records of the Committee on Administrative Commission are worth a squint. I hope in a few years those students can view those records in a new archives facility that reflects the benefits of a consolidated archives and records management program. Sometimes it is true: what is past is, indeed, prologue.

## Tip of the Month



Start a file of email addresses of the lawyers and paralegals who regularly frequent your office. If you are planning to close for a time you can send out a blanket mailing to let them know you won't be open on a particular day.

If you have a tip you would like to share, please email it to Clyde Jenne, VMCTA President, at [hartlandvtclerk@vermontel.net](mailto:hartlandvtclerk@vermontel.net).

# Opinions of Opinions



**1. Town can choose to set salary for delinquent tax collector.** An amendment to 24 V.S.A. §1530 effective April 29, 1998, allows towns to vote a salary for the delinquent tax collector in lieu of fees or commissions. If this is voted at an annual meeting, the fees and commissions shall be turned in to the municipal treasurer at least once a month.

**2. Petitioned special meeting must be held within 60 days of receipt of the petition.** When a selectboard or school board receives a valid petition requesting reconsideration of an article voted at the annual town or school district meeting within 30 days after the meeting, the vote on the reconsideration must be held within 60 days of receipt of the petition. This statutory timeline does not leave room for dawdling over the warning or selection of a date certain. As with all special meetings, the warning must be posted 30 to 40 days before the meeting. 17 V.S.A. § 2643.

**3. Meeting minutes must be available within five days.** 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. 1 V.S.A. 312 (b). 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)

**4. Minutes of meetings do not have to be posted.** 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. 1 V.S.A. §312 only requires that minutes be made available for inspection and copying within five days of the meeting.



**5. Minutes are not transcripts of the proceedings.** 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 transcription of the discussion but rather a clear summary of action taken for future reference. 1 V.S.A. §312(b)(1)

**6. 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, but we felt it was worth a reminder that this option may be helpful in some towns.

7. **School board may borrow 87% of prior year budget if no budget is passed by June 30<sup>th</sup>.** Vermont law recognizes that sometimes a school budget will fail to pass by the new fiscal year, and that the school board will still have expenses to pay. For that reason, 16 V.S.A. § 566 was added to Vermont law that provides: “if a budget for the support of schools for the ensuing year has not been approved on or before June 30 of any year, the school board may borrow funds necessary to enable it to operate the schools on a budget of up to 87 percent of the most recently approved school budget.”
8. **School boards may only carry over a surplus if voters permit.** If a school district audit shows that there is a budget surplus, the school board must carry the funds into the next year as revenue unless the voters vote to deposit into a reserve fund, or unless the voters vote the funds for a specific purpose. 16 V.S.A. § 567.
9. **Boards should work to coordinate special meetings of the voters.** Special town or special school district meetings may be held on any day chosen by the legislative body, so long as appropriately warned. If other town or school boards happen to be meeting on the same day, the meeting places need to be separated, but there is no prohibition to prevent several meetings from being scheduled at the same time on the same day. However, this may not be appreciated by voters who may want to attend both of the meetings. We suggest checking with the town clerk(s) involved who can coordinate the meetings prior to scheduling.
10. **BCA can appoint presiding officer if clerk is unable to serve.** The town clerk is generally the presiding officer at an election 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 is unavailable or is unable to serve at a particular election, the board of civil authority must appoint another person, who is a voter in the jurisdiction, 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)
11. **BCA may appoint assistant election officials to help on Election Day.** If not enough members of the board of civil authority are available to staff the polling places on Election Day, prior to the day of the election, the board of civil authority must 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 must 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.
12. **The BCA must call a special meeting if it needs to act and does not have time to use the ordinary meeting warning provisions for BCAs.** The board of civil authority may call a special meeting using the notice requirements in 1 V.S.A. § 312(c)(2) if it must take action and there is not time to use the regular meeting warning provisions in 24 V.S.A. §801. The open meeting law in Title 1 requires the town to notify the board members as well as the public and any press that has asked to be notified of the time, place and purpose of a special meeting at least 24 hours before the meeting. This does not have to be a formal agenda - but the general purpose of the meeting must be provided in the meeting notice. The notice must be posted in or near the municipal clerk’s office and in at least two other public places in the municipality.
13. **BCA or voters can establish polling places.** Each polling place must be in an accessible public place in the voting district (unless all districts in your town vote at one polling place) as designated by the board of civil authority; however, the voters may designate different polling places at an annual or special meeting. 17 V.S.A. §§2501, 2502. Boards of civil authority and/or town voters must choose polling places that are ADA accessible. It is also a best practice to have all polling places in a nonsectarian building whenever possible. Although rulings in court cases in other states have upheld the use of a church all-purpose room when absolutely no other public place is available, it is a best practice to take this time between elections to find and designate a truly public place.

**14. The town clerk sets the hours that the clerk’s office will be open.** The Vermont statutes provide that the “files and records in the office of the clerks shall be available for inspection upon proper request at all reasonable hours.” 24 V.S.A. §1165. What is reasonable depends upon the size and particular circumstances of individual towns. The town clerk’s hours should be posted near the town clerk’s office and should be sent to the Elections Division of the Office of the Secretary of State so that the hours can be included in the Town Clerk and Treasurer Guide.



**15. Schedule Australian Ballot votes to avoid holidays.** If voting is to be by Australian ballot, it is a best practice to NOT schedule a special town or special school district meeting on Mondays or the day after a holiday. Many voters pick up an absentee ballot on the day before the election, or request ballots to be delivered to them (if sick or disabled), so it is best to select a day when the town clerk’s office will be open on the day before the election. Voters are also accustomed to having the public informational hearing on the night before the election, so it is best to ensure that that meeting doesn’t fall on a Sunday or holiday.

**16. Selectboard and school board generally control municipal reserve funds.** If a town has established a reserve fund for a special purpose, such as a reserve fund for highway equipment, the statute provides that the reserve fund is to be under the control and direction of the legislative body (selectboard or school board). 24 V.S.A. §2804 Once a reserve fund is established and funded by town vote, the board may expend the funds for such purposes for which the fund was established without another town vote. If the legislative body wants to spend those reserve funds for any other purpose, then the spending must be authorized by a majority of voters at an annual or special meeting.

**17. Trust funds are controlled by the trustee of public funds.** The trustees of public funds are responsible for “[r]eal and personal estate, except United States public money, held by a town in trust for any purpose, including cemetery trust funds, unless the person giving the same otherwise directs. The income of such estate must be used for the purpose for which it is held. The lands may be leased, sold or conveyed, and the funds invested.” 24 V.S.A. § 2431.

**18. Trust funds should be kept in a separate account and should be audited every year and included in the town report.** Trust funds must be kept separate from other revenues and moneys of the town. For instance, funds from the sale of lease lands—including those lands dedicated to the first settled minister—to the holder of the leasehold interest or simultaneously with the extinguishment of the lease—or from the condemnation of such lands—shall be kept intact, in trust, by such corporations as endowment funds, and the income only shall be used for the purposes for which such lands were originally granted.” 24 V.S.A. § 2406. The law also provides that “The trustees shall report to the annual town meeting the amount of the funds in their hands, the manner and condition of its investment and the disposal of the income thereof. If any part of such fund is school money, such trustees shall make like report to the state board of education.” 24 V.S.A. § 2434.

**19. Investment of trust funds is limited by law.** The statute limits the types of investments that may be made with trust funds. 24 V.S.A. § 2432. A trustee may invest in securities issued, insured or guaranteed by the United States, municipal bonds, or bonds that are rated (at the time of the transaction) by a nationally recognized statistical rating organization in one of its four highest categories, repurchase agreements or debt securities of any federally insured financial institution, the shares of an investment company, or a unit investment trust, which is registered under the federal

investment company act of 1940, as amended, if such mutual investment fund has been in operation for at least ten years and has net assets of at least \$500,000,000.00, or deposits in federally insured financial institutions.

- 20. Many meetings allow nonvoter to speak without vote of the meeting.** Last month we wrote that “To permit a nonvoter to speak at town meeting the voters must pass a motion to allow the individual to 'address the assembly.' This motion must pass by a two-thirds majority vote.” One moderator called to point out that this is not the only way for a nonvoter to get to speak at town meeting. When a nonvoter wishes to speak or has some information to offer the meeting the moderator generally first asks if anyone objects to the nonvoter speaking. Only if there is an objection does the moderator need to proceed to a vote.
- 21. Family member can be issued burial transit permit.** A town clerk can issue a burial transit permit to a member of the family of a deceased person so that they can move the body to another town. According to 18 V.S.A. § 5201, the only restriction appears to be when certain contagious diseases are the cause of death, in which case the local health officer or board of health must approve the issuance of the permit first. What makes this question difficult is the custom of having others, including ambulance drivers or funeral directors, take control of dead bodies before interment. No law prohibits family members from moving the bodies themselves if they choose, as long as they have a permit. Note that a licensed embalmer, funeral director or a funeral director’s designee may transfer the body of a deceased person to another town for preparation for burial or cremation but the remains shall be returned to the town in which death occurred within 48 hours after such removal, unless a permit for permanent removal has been secured within such period. 18 V.S.A. § 5201.
- 22. Unless planning commission is elected, selectboard may choose to reduce the numbers of commissioners.** The law provides that the “Planning Commission shall consist of not less than three (3) or more than nine (9) members appointed by the Legislative Body,” 24 V.S.A. §§4321– 4323. The specific number of planning commission (and other appropriate municipal panel) members is determined by the selectboard. If the town zoning bylaws specify the number of planning commission members the selectboard will not be able to adjust the number without changing the bylaws. Note that the law also permits the selectboard to remove any appointed member of the planning commission by a unanimous vote of the board.
- 23. Zoning administrator serves a three year term.** The planning commission nominates, and the selectboard appoints a zoning administrator for a term of three years. 24 V.S.A. § 4448. After the three year term has expired, a new zoning administrator may be appointed, or the old administrator may be re-appointed. The selectboard may remove a zoning administrator for cause at any time after consulting with the planning commission, but after the three year term expires the zoning administrator may be replaced without cause.
- 24. Zoning administrator may not serve on the board of adjustment or development review board.** The law permits the zoning administrator to hold other offices in the municipality, with the exception of serving on the board of adjustment or development review board. 24 V.S.A. § 4448(a). The zoning administrator may, for example, be a lister or serve as a member of the planning commission. It is common for the zoning administrator to also serve as the health officer for the town.

*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, Voter Outreach and Civics Education Coordinator

## 2007 Poster & Essay Contest Awards Day

We had a wonderful day on May 17th celebrating the winners of the annual Poster & Essay Contest! The winners came to Montpelier for the day. Secretary of State Markowitz led an animated tour of the State House, while State Archivist Gregory Sanford facilitated viewing the Vermont Constitution here at the Secretary of State's office, a very rare and special opportunity. Students, their teachers, and their families also got a chance to see the Freedom and Unity Exhibit at the Vermont Historical Society Museum. At the lunchtime ceremony held at the State House, recognition certificates were awarded, and a fabulous cake decorated with a winning poster entry was enjoyed by all. Contest winners received a \$100 check, to be used by their classroom or local public library for the purpose of purchasing civic education or Vermont history materials.



The Awards Day is a lovely way to recognize outstanding entries. But more than that, the annual Poster and Essay Contest itself is a good way to get students and their teachers excited about Vermont history; by being focused on our State Constitution at various age-appropriate levels, our youngest citizens begin to develop an appreciation for Vermont's unique and hard-earned past. It is Secretary Markowitz's hope and intention that introduction to Vermont's past through the Poster and Essay contest will lead students to develop a deeper interest in shaping Vermont's future.



More winning entries can be viewed at [http://www.sec.state.vt.us/kids/contest/2007\\_winners.html](http://www.sec.state.vt.us/kids/contest/2007_winners.html)



# Municipal Calendar

## JUNE 2007

### **June 1 (Friday)**

Deadline for Listers to lodge property inventories with Town Clerk. 32:4007

### **June 4 (Monday)**

Last day for Listers to lodge the grand list with Town Clerk for public inspection for towns of fewer than 5,000 inhabitants. 32:4111(d), 4341

*(Within 60 days of petition)* If a petition for reconsideration or rescission of a question considered or voted at Town Meeting has been filed, this is the last day on which a municipal vote may be held at a duly warned meeting. 7:2661(b)

In towns using Australian Ballot, town clerk may open and destroy used town meeting ballots and tally sheets, except as otherwise provided by law (90 days after town meeting election). 17 :2590(d)

### **June 24 (Sunday)**

Last day for Listers to lodge the grand list with Town Clerk for public inspection for towns of greater than 5,000 inhabitants. 32:4111(d), 4341

### **June 30 (Saturday)**

End of fiscal year for all school districts, charter provisions notwithstanding, and for municipalities that have adopted July 1 through June 30 fiscal year calendar. 32:1, 24:1683(b), (c)

## JULY 2007

### **July 15 (Sunday)**

Last day for U.S. Congressional candidates to file FEC quarterly reports for the July quarter (Apr. 1-Jun. 30).  
2 U.S.C. § 434(a)(2)

### **July 16 (Monday)**

Candidates for statewide office and general assembly who have made expenditures or received contributions totaling over \$500 must file a campaign finance disclosure report.  
17 V.S.A. § 2811(d), 2103(13)

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

## Quote of the Month

Nearly all men can stand adversity, but if you want to test a man's character, give him power.

Abraham Lincoln

# 2007 Centennial Nonprofit Award Winners



The Vermont Centennial Nonprofit Awards program honors Vermont's oldest nonprofits. Any nonprofit that has operated continuously for 100 years or more in Vermont is eligible to participate in the Centennial Awards program.

We believe that it is important to recognize Vermont's oldest nonprofits for their many contributions to the State of Vermont. It takes a tremendous amount of dedication and support to keep a nonprofit active for 100 years or more. We hope that this program will deepen our understanding of how Vermont's nonprofits have enhanced our community life during the last hundred years.

On June 12, 2007, at 4:00 p.m., we will be honoring the following nonprofits at an award ceremony at the Vermont State House. If you would like to attend, please contact Ginny Colbert at 802-828-2148.

## **Centennial Honorees**

*Brown Public Library, est. 1906*  
*Gifford Medical Center Auxiliary, est. 1906*  
*Visiting Nurse Association of Chittenden and Grand Isle Counties, est. 1906*  
*Morristown Cemetery Association, est. 1907*  
*Visiting Nurse Association and Hospice of Vermont and New Hampshire, est. 1907*

## **2007 Award Recipients**

*United Church of Chelsea, est. 1789*  
*Charlotte Congregational Church, United Church of Christ, est. 1792*  
*Tunbridge Congregational Church, est. 1792*  
*Grand Lodge of the Most Ancient & Honorable Society of Free & Accepted Masons of the State of Vermont, est. 1794*  
*Trinity Episcopal Church, est. 1794*  
*First Congregational Church of Berlin, est. 1798*  
*Universalist Society of Strafford, est. 1798*  
*Richmond Congregational Church, United Church of Christ, est. 1801*  
*First United Methodist Church of Burlington, est. 1823*  
*First Baptist Church of Bennington, est. 1827*  
*Waterbury Center Community Church, est. 1833*  
*Congregational Church of Wells River, est. 1838*  
*Washington Unitarian Universalist Church, est. 1843*  
*Bennington Museum, Inc., est. 1852*  
*Mite Society, est. 1861*  
*Fairfax Cemetery Association, est. 1862*  
*Gaysville Community Church, est. 1864*

## **Disaster Preparedness for Municipal Clerks**

The Vermont Museum & Gallery Alliance (VMGA) in conjunction with the Vermont State Archives presents a workshop designed to assist municipal clerks and other recordkeepers to plan for and mitigate disasters, large or small, that might impact their institutions. Disaster Preparedness for Municipal Clerks will cover the basics of emergency planning, including:

Writing a Disaster Plan— What is it and Why is it Important  
Dealing With a Disaster— Disaster Teams, Resources, Supplies & Preparation  
Basic Salvage Techniques— Handling Different Media & Disasters

Choose from one of five dates and locations for the workshop:

**June 4th– St Johnsbury Town Offices**  
**June 6th– Ilesley Public Library, Middlebury**  
**June 8th– Milton Town Offices**  
**July 2nd– Manchester Town Offices**  
**July 3rd - Hartford Town Offices, White River Junction**

The workshop runs from 9:30am-4:30pm. A registration fee of \$20 covers handouts, supplies & refreshments. Lunch is on your own. Go to <http://www.vmga.org/whatsnew.html> for the flyer & registration form or contact the VMGA office at (802) 475-2022 x114; [vcgp@sover.net](mailto:vcgp@sover.net) for more information.

---

## **Introduction to Computer Mapping (GIS)**

**August 8, 2007**

*Sponsored by Vermont Center for Geographic Information*

Location: 133 State Street, Montpelier

Time: 12:30 pm

Contact: Leslie Pelch ([lesliep@vcgi.org](mailto:lesliep@vcgi.org))

Phone: 802-882-3002

Web site: <http://www.vcgi.org>

Price: \$50

This course will teach basic Geographic Information Systems (GIS) knowledge and skills to Vermont municipal officials and volunteers. Participants do not need to have any prior experience using GIS.

**PLEASE NOTE: This class is two-part; the second part will be offered on August 15, 2007 (same time and location as the first part). The class will also be repeated in Rutland on August 22 and 29, 2007.**

# Mailing List Updates!

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

***Let us know if:***

- your address needs to be updated,
- your name is misspelled, or
- you'd rather receive *Opinions* a week early via email.



Send us a note via fax: 802-828-2496,  
email: [gcolbert@sec.state.vt.us](mailto:gcolbert@sec.state.vt.us),  
or post: 26 Terrace St., Montpelier, VT 05609-1101.

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!***

RETURN SERVICE REQUESTED

Redstone Building  
26 Terrace Street  
Montpelier, VT 05609-1101  
802-828-2363  
[www.sec.state.vt.us](http://www.sec.state.vt.us)

PRSR STD  
U.S. Postage Paid  
PERMIT NO. 147  
MONTPELIER, VT  
05609-1101

Office of the Vermont Secretary of State  
June 2007  
*Opinions*