



VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION
Application for Certification of
MUNICIPAL TREASURER

Eligible Treasurers serving three years or more.

Complete mandatory training **Section 1** and **40 points** under **Section 2**.

NAME Borst Tracy L
 (Last) (First) (Middle)

TITLE Town Clerk/Treasurer MUNICIPALITY Thetford POPULATION 2517

MAILING ADDRESS PO Box 126 Thetford Ctr VT 05075

TELEPHONE 802 785 2922 FAX N/A EMAIL Tborst@thetfordvt.gov

I am a Municipal Treasurer. Date I assumed office 6/2018

I am an Assistant Treasurer. Date I assumed office _____

I am a member of VMCTA and have been since 2004

Documentation is required for SECTIONS 1 & 2: signed training certificate, minutes showing attendance at meetings, verification of election and service. See instructions for documentation required.

Please label all documentation to correspond with the numbers provided in each section.

Section 1: VMCTA EDUCATION: (Mandatory courses from VMCTA conferences.) Dates Attended

- 1A. Principals of Banking 9/2018
- 1B. Cash Management 9/2019
- 1C. Municipal Accounting 9/2018
- 1D. Tax Collections 9/2019

Please label all documentation to correspond with the numbers provided in each section.

Section 2: EXPERIENCE & CONTINUING EDUCATION: (Minimum 40 points required)

	POINTS	POINTS EARNED
2a. Years of Service (after last certification/re-certification) (See instructions for documentation required)	4 per full year (20 Max) <u>6/18 - 6/20</u>	<u>8</u>
2b. Related Municipal Experience (See instructions for list of applicable offices)	1 per full year (8 Max)	_____
2c. Bachelors Degree (10 pts) or <u>Associate's Degree</u> (5 pts) (first year certification only) Or Bachelors or Associate's Degree in Accounting or related field (add extra 5 pts)		<u>5</u>
2d. New England Municipal Clerks' Institute (NEMCI) <u>relevant courses</u> <u>Nemcia 2018 Data Academy</u> 1 for every 2 hours of class		<u>3</u>
Attendance at the following: (See instructions for documentation required)		
2e. Vermont GFOA or New England GFOA Conference 1 per workshop		_____

Name: Tracy Borst

- 2f. Local Government Day: State House in Montpelier 2 per year 2017 + 2018 4
- 2g. County Municipal Clerks & Treasurers Meeting 1 per meeting _____
- 2h. VMCTA Annual Business Meeting 2 per meeting 2018 2
- 2i. VMCTA Workshops (Excluding mandatory courses above) 1 per workshop 9
- 2j. VTGFOA Annual Meeting ^{Spring 2019 & Annual 2018 + 2019} 1 per meeting -

Serving on the following Board and/or Committee (10 points Max)

- 2k. VMCTA Board or Committee 1 per meeting 8
- 2l. VTGFOA or NEGFOA Board and/or Committee 1 per meeting _____
- 2m. Other (VLCT, Vt. Secretary of State Appointed Subcommittee) 1 per meeting _____
- 2n. Presenter at a Seminar 5 per seminar _____

2o. Other Education Courses:

Attach copies of In-Service & Course Verification forms or other documentation of attendance at education courses or seminars (transcripts, certificates, etc.). One point is earned for every two hours of class time at a workshop or seminar. Please copy this page if additional space is required.

Course Name	Date	Length of Course	Points
<u>NEMRC Payroll</u>	<u>12/2018</u>	<u>5 hours</u>	<u>2.5</u>
<u>NEMCI Municipal Finance Academy</u>	<u>7/2017</u>	<u>2 hours</u>	<u>1</u>
<u>VLCT Gov't Accounting & Auditing Symposium</u>	<u>5/29/2019</u>	<u>7 hours</u>	<u>3.5</u>
TOTAL POINTS			<u>46</u>

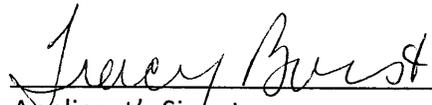
Section 3: Sponsor Letter (include in packet)

Section 4: Media Information If you would like us to send a newspaper press release, please provide:
 Local Newspaper: _____ Email: _____

Section 5: \$35 check, payable to VMCTA

Sections 1 and 2 documentation is required: signed training certificate, minutes showing attendance at meetings, verification of election and service. See instructions for documentation required.

I certify that I have enclosed the correct documentation and that I have labeled it to correspond with the categories on this application.


 Applicant's Signature 6/17/2020
Date

Mail To: Julie Graeter, Chair
 VMCTA Certification & Continuing Education Committee
 781 Blakely Road, Colchester, VT 05446

VERMONT MUNICIPAL CLERKS' & TREASURERS' ASSOCIATION

Certificate of Completion

AWARDED TO

**Tracy Borst, Town Clerk / Town Treasurer
Thetford**

- Let's Talk About What's Working – 1.5 hours (1.5 hours CMC/MMC)
- Poll Worker Management Best Practices – 1.5 hours (1.5 hours CMC/MMC)
- Diversity and Inclusion – 1.5 hours (1.5 hours CMC/MMC)
- Work Life Balance – 1.5 hours (1.5 hours CMC/MMC)
- Navigating Difficult Interactions – 1.5 hours (1.5 hours CMC/MMC)
- Game of Groans: Property Tax Nuts & Bolts – 1.5 hours (1.5 hours CMC/MMC)
- Maximizing Municipal Funds – 1.5 hours (1.5 hours CMC/MMC)

PRESENTED BY

VERMONT MUNICIPAL CLERKS' & TREASURERS' ASSOCIATION AT ITS ANNUAL MEETING
SEPTEMBER 12 & 13, 2019

Tracy Borst

VMCTA EDUCATION CHAIR

Section 1

VERMONT MUNICIPAL CLERKS' & TREASURERS' ASSOCIATION

AWARDED TO

Tracy Borst
Town Clerk & Town Treasurer, Thetford

CERTIFICATE OF COMPLETION

- Workplace Violence – 1.5 hours (1.5 hours CMC/MMC)
- Strategic Planning – 1.5 hours (1.5 hours CMC/MMC)
- Much More Than Words – 1.5 hours (1.5 hours CMC/MMC)
- Municipal Accounting – 1.5 hours
- Principles of Banking – 1.5 hours (1.5 hours CMC/MMC)
- Adaptability Making Change Work for You – 1.5 hours (1.5 hours CMC/MMC)
- Influence Dotted Line Leadership – 1.5 hours (1.5 hours CMC/MMC)

PRESENTED BY
VERMONT MUNICIPAL CLERKS' & TREASURERS' ASSOCIATION AT ITS ANNUAL MEETING
SEPTEMBER 20 & 21, 2018

Tracy Borst



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Selectboard Regular Meeting *Draft* Agenda
Thetford Town Offices

Monday, May 21, 2018 at 7:00 pm.

(Times listed below are approximate)

Stuart Rogers called the meeting to order at 7:07 p.m.

Selectboard Members present: Stuart Rogers, Cathee Clement, Li Shen, Douglas Stone

Selectboard Members absent: James Dixon

Community Members present: Bill Huff, John Bacon

Public Comment

No public comments offered.

Correspondence

The Selectboard reviewed e-mail correspondence regarding Rt. 132, a Town energy survey and the Taylor Flood Plain survey.

Minutes and Warrants

#19.2 \$1,281.11

#20.1 \$4,939.56

Review of timesheets for the period ending 5/19/18

Motion by Stuart Rogers to accept warrants as presented. Seconded by Li Shen.

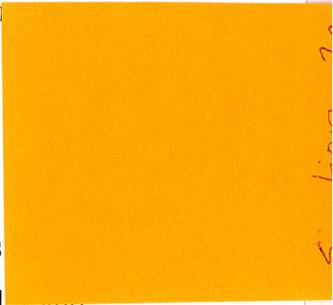
VOTE: 4-0-0

Motion by Douglas Stone to accept the regular Selectboard meeting minutes of May 14th as edited. Seconded by Stuart Rogers.

VOTE: 4-0-0

7:35-8:30 DPW Seasonal Update

Chad Martin, DPW Foreman, joined the Selectboard for a seasonal update of work plans for summer, including road grading, ditching, bridge cleaning and repairs, addressing potholes and



1 guardrail needs. Note was made that during last year, 2017, the summer and fall planned work
2 schedule was not accomplished due to the July 1st storm event.

3 **8:30-8:40 Appointments for Town Record & Financial Record**

4 **Motion** by Stuart Rogers to confirm the appointment of Town Clerk, Tracy Borst, as
5 Clerk/Treasurer and Kristie Wadsworth as Assistant Treasurer, for Town record and financial
6 record, to be effective June 8, 2018. Seconded by Douglas Stone.

7 **VOTE: 4-0-0**

8 **8:40-9:00 Discussion of Transition & Town Business Needs**

9 The Selectboard reviewed and discussed a list of those duties currently performed by the
10 Treasurer's office considered to be at the bidding of the Selectboard, and the process going
11 forward in the transition of Treasurers. The Selectboard would like to continue this discussion
12 with the incoming Clerk/Treasurer, and noted appreciation and thanks to the Treasurer for
13 offering this information.

14 **9:00-9:30 VLCT Updates to Questions**

15 The Selectboard discussed the offered opinions from the VLCT MAC office to a list of questions
16 that were asked from previous meetings.

17 **9:30-9:40 Old Business**

- 18 - Upcoming Agendas
- 19 - Request for Use of Town Green

20 The Selectboard reviewed the Public Facilities Use Policy and will reply to the request.
21 The Selectboard discussed following up on the question of a Municipal Energy Survey that was
22 on last week's agenda.

23 **Motion** by Li Shen to authorize the Chair to sign said Municipal Energy Survey for the Town.
24 Seconded by Cathee Clement.

25 **VOTE: 4-0-0**

26 **9:40-10:15 Other Business**

- 27 - **Legal Update (Anticipated Executive Session)**
- 28 - **Personnel Discussion (Anticipated Executive Session)**

29 Douglas Stone **moved** to find that premature, general public knowledge of personnel would
30 clearly place the municipality and personnel involved to suffer a substantial disadvantage.

31 Seconded by Stuart Rogers.

Town of Thetford

Local Election Results - March 5, 2019

Cemetery Commissioner

Mark T McMahon	505
Write In	2
Blank	51
	<hr/>
	558

Lister 3 yr

Janet Stowell	474
Write In	3
Blank	81
	<hr/>
	558

Selectboard 3 yr

Stuart P Rogers	456
Write in	17
Blank	85
	<hr/>
	558

Selectboard 2 yr

Michael Pomeroy	398
Write in	19
Blank	141
	<hr/>
	558

Selectboard 1 yr

Nick Clark	319
David W Goodrich	213
write in	1
Blank	25
	<hr/>
	558

Town Clerk 3 yr

Tracy Borst	533
Write in	0
Blank	25
	<hr/>
	558

Town Treasurer 1 yr

Tracy Borst	522
Write in	0
Blank	36
	<hr/>
	558

Town Moderator 1 yr

Sarah O Martel	487
Write In	2
Blank	69
	<hr/>
	558

Trustee of Trust Funds 3 yr

J Rick Hoffman	479
Write In	1
Blank	78
	<hr/>
	558

School Director 3 yr

Shannon H Darrah	473
Write In	3
Blank	82
	<hr/>
	558

School Director 2 yr

Megan Snider	449
Write In	2
Blank	107
	<hr/>
	558

School Moderator

Sarah O Martel	487
Write In	0
Blank	71
	<hr/>
	558

School Budget

Yes	373
No	176
Blank	9
	<hr/>
	558

School Capital Improvement Fund

Yes	376
No	169
Blank	13
	<hr/>
	558

Town of Thetford

Local Election Results - March 3, 2020

Cemetery Commissioner

Richard Landry	1036
Write In	4
Blank	249
	<u>1289</u>

Town Moderator 1 yr

Michael Kiess	1056
Write In	4
Blank	229
	<u>1289</u>

Lister 3 yr

Diane Osgood	1049
Write In	2
Blank	238
	<u>1289</u>

Trustee of Trust Funds 3 yr

Priscilla Hall	1056
Write In	1
Blank	232
	<u>1289</u>

Selectboard 3 yr

David Goodrich	466
Steven Tofel	585
Write in	5
Blank	233
	<u>1289</u>

School Director 3 yr

Julie Acker	1054
Write In	2
Blank	233
	<u>1289</u>

Selectboard 2 yr

Nick Clark	806
Bill T Huff	393
Write in	2
Blank	88
	<u>1289</u>

School Director 2 yr

Charlie Buttrey	1095
Write In	3
Blank	191
	<u>1289</u>

Selectboard 2 yr to complete 3yr

John Bacon	393
Mary Bryant	764
write in	4
Blank	128
	<u>1289</u>

School Director 1 yr

Donna Pluta	967
Write In	4
Blank	318
	<u>1289</u>

Selectboard 1 year to complete 2 yr

Sharon Harkay	1000
Write in	32
Blank	257
	<u>1289</u>

School Moderator

Michael Kiess	1043
Write In	4
Blank	242
	<u>1289</u>

Town Treasurer 3 yr

Tracy Borst	1123
Write in	10
Blank	156
	<u>1289</u>

School Budget

Yes	907
No	341
Blank	41
	<u>1289</u>

School Capital Improvement Fund

Yes	886
No	352
Blank	51
	<u>1289</u>

lc

08588629

Major: Management

Tracy Borst

Sem	Course Number	Description	Credit	Code	Grade
1/9/86	3210-03	BUSINESS LAW	3.00		B
	0910-07	INTRO MARKETING	3.00		B+
	0405-00	INTRO BUS ADM	3.00		B+
	0101-02	ACCOUNTING I	4.00		B+
	0010-01	ENGLISH COMP	3.00		B
2/87	2105-05	MATH OF FINANC	3.00		A
	1921-04	INTRO TO LIT	3.00		A
	1600-00	INTRO COM APPL	3.00		A
	0401-03	BUS MGMT I	3.00		B+
	0102-07	ACCOUNTING II	4.00		B+
2/87	Dean's List				
9/87	3015-50	GROUP COMM	3.00		B+
	0920-02	ADVERTISING	3.00		B+
	0650-00	FINANCIAL MGMT	3.00		A
	0402-02	BUS MGMT II	3.00		A
	0115-00	MANAGERL ACCTG	4.00		A
5/87	Dean's List				
2/88	3048-50	HUMAN SEX	3.00		B+
	3010-03	INTRO PSYCH	3.00		A
	1510-50	ECONOMICS	3.00		A
	0410-01	PERSONNEL MGMT	3.00		A
2/88	Dean's List				
5/88	Earned Associate of Science Degree				

um. --	Carried	Passed	Failed	Incomp.	Adv. Stg.	O. Pts	QPA
	060.00	050.00	000.00	000.00	000.00	0221.00	3.68
	Class Rank 0078/0567						

Rebecca B Peterson
REGISTRAR

Signature _____
 Rebecca B. Peterson, Registrar

Champlain College is accredited by the New England Association of Schools and Colleges

Champlain College

INCORPORATED



Burlington

Vermont

This certifies that

Tracy L. Magoon

has satisfactorily fulfilled the requirements of the prescribed curriculum and is therefore awarded the

Degree of Associate in Science

and is entitled to all the rights and privileges which pertain thereto.

In Witness Whereof, the undersigned have affixed their signatures on this, the seventh day of May, 1938.

Mosell Oll
Chairman, Board of Trustees

D. J. [Signature]
President

New England Municipal Clerks' Institute and Academy

Awarded to:

Tracy Borst

Certificate of Completion for coursework equating a total of 16 hours

- * Computer for Presentation II
- * Academy Parliamentary Procedures
- * Probate II
- * Computer for Presentation III
- * Academy Leadership
- * Data Academy – Six (6) hours

Two (2) hour courses unless indicated otherwise

Presented by the

New England Municipal Clerks' Institute and Academy

July 14 - 19, 2018



Tracy Borst / *Katherine Kline*
President / Board Chair



IIMC Educational Points shall be calculated

of hours listed on the certificate.

Section 2d

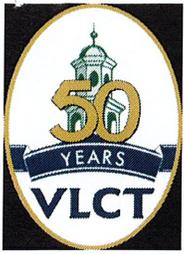
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LOCAL GOVERNMENT DAY IN THE LEGISLATURE
WEDNESDAY, FEBRUARY 15, 2017
CAPITOL PLAZA GRAND BALLROOM
AGENDA

- 8:30-9:00 a.m. Registration at the Capitol Plaza Hotel and Conference Center**
Greet your local government colleagues and VLCT staff over a continental breakfast. Browse information tables of the Vermont Municipal Clerks' and Treasurers' Association, the Vermont Assessors and Listers Association, the Green Mountain Water and Environment Association, the Vermont Government Finance Officers' Association, and VLCT.
- 9:00-9:15 a.m. Welcome**
John Hollar, Mayor of Montpelier
- 9:15-9:30 a.m. Summary of the Day's Events**
Maura Carroll, VLCT Executive Director
- 9:30-11:00 a.m. Open Mike with Mike**
Political analyst **Mike Smith** of WDEV will interview local officials about the issues trending in their communities and legislative action they are seeking.
- 9:30-9:45 a.m. Your Legislators and Your Town: You Need Each Other!**
Karen Horn, Director, VLCT Public Policy and Advocacy
- 9:45-10:20 a.m. Policy Briefing Roundtables**
 - State Budget**
Steve Klein, Chief Fiscal Officer, Vermont Legislative Joint Fiscal Office, *Capitol Plaza Board Room*
 - Implementation of Act 64, the Vermont Water Quality Act**
Peter Walke, Deputy Secretary, Agency of Natural Resources, *Capitol Plaza Grand Ballroom*
 - Clerks, Treasurers, and Listers and the Property Transfer Tax**
Doug Farnham, Director, Property Valuation and Review, and **Jill Remick**, Analyst, Vt. Department of Taxes, *Capitol Plaza Room 335*
- 10:20-10:30 a.m. Walk to State House**
- 10:30-noon Attend Legislative Committee Meetings or tour the State House with State House Curator David Schutz** (Meet in the main lobby downstairs for the tour)
- 10:30-noon Joint Senate and House Transportation Committees Hearing** (Room 10)
Local transportation aid programs, municipal roads permits, stormwater management
- 10:30 - 11:30 am House Natural Resources, Fish and Wildlife Committee Meeting** (Room 47)
State Treasurer's Clean Water Report
- 12:00-12:10 p.m. Return to Capitol Plaza**
- 12:15-1:30 p.m. Luncheon with Legislators at the Capitol Plaza Hotel**
Jared Cadwell, VLCT President, will introduce **Senate President Pro Tem, Tim Ashe**
- 1:30-1:35 p.m. Voting Delegate Check-in** (Go to Registration desk to get voting delegate cards)





LOCAL GOVERNMENT DAY IN THE LEGISLATURE
WEDNESDAY, FEBRUARY 15, 2017
CAPITOL PLAZA GRAND BALLROOM
AGENDA

- 1:30-2:00 p.m. Special Business Meeting of the Vermont League of Cities and Towns membership**
Capitol Plaza Grand Ballroom
Lincoln Town Moderator **Will Sipsey** will moderate the meeting
- 2:00-2:15 p.m. Return to State House or**
- 2:00-3:15 p.m. Elections and Same-Day Registration Workshop**
Elections officer **Will Senning** will discuss elections and how same-day voter registration should work at Town Meeting (Capitol Plaza Grand Ballroom)
- 2:15-3:15 p.m. For those who returned to the State House:**
Observe Floor action (House and Senate Chambers)
Attend House and Senate Committee Meetings, including
House and Senate Government Operations Committees (Senate Chamber: law enforcement matters, conflict of interest, elections, municipal governance issues),
House Ways and Means Committee (Room 34: Taxation issues, Tax Increment Financing, Combined Assessment Districts for Unified School Districts)
- 2:30-3:00 p.m. VLCT 50th Anniversary Cake in the Cafeteria**

*Please remember, at the State House you are welcome to attend any committee meeting.
Committee rooms may however, be quite crowded.
Doors are generally closed to cut down on noise from the hallways.
If you are standing outside a door to a committee room, please keep your voice down as sound carries.*



Tracy Borst

From: Lisa Goodell <lgoodell@vlct.org>
Sent: Monday, February 13, 2017 5:32 PM
To: Lisa Goodell
Subject: VLCT Event Confirmation: Local Government Day, 2/15
Attachments: LGD Agenda 2 13 17 (2).pdf; Permit 2.15.17.pdf; Directions to DET - with Picture.doc

Good afternoon,

Thank you for registering for the VLCT's **Local Government Day**. This event is scheduled for **Wednesday, February 15, 2017** at the Capitol Plaza Hotel in Montpelier, Vermont. The most recent agenda with current committee meetings is attached. Make sure to also read last Friday's Legislative Report to learn about the important policy issues for this year's Local Government Day.

Registration begins at 8:30 a.m. and the program will start at 9:00 a.m. If you are attending for only the Special Business Meeting portion of the event Voting Delegate check-in begins at 1:30.

Attached please find a copy of the parking permit for the hotel. You will need to print the permit in **color** and place it inside your vehicle windshield the day of the event. We will also have copies available at the registration desk for those that don't have a printer. Capitol Plaza parking permits work anywhere behind the hotel, including the public parking (but not the Church lot). They do not work in metered spaces along the street. **Parking can be challenging this time of year. Overflow parking is available at the Department of Labor and a Capitol Plaza shuttle is available to bring you to the hotel. If the shuttle doesn't arrive within 10 minutes you can reach the Capitol Plaza at 223-5252.** Directions for the overflow parking are attached.

We do our best to accommodate all special dietary needs. Please reply to this email if you have any dietary restrictions you have not already let us know about.



~Lisa

p. (802) 229-9111 x1958

f. (802) 229-2211



Local Government Day in the Legislature Thursday, February 15, 2018

2018 Agenda

- 7:45-8:30 a.m. Registration at the Capitol Plaza Hotel and Conference Center**
Greet your local government colleagues and VLCT staff over a continental breakfast. Browse information tables of the Vermont League of Cities and Towns, the Vermont Municipal Clerks' and Treasurers' Association, the Vermont Assessors and Listers Association, the Green Mountain Water and Environment Association, and the Vermont Government Finance Officers Association.
- 8:30-8:40 a.m. Welcome, John Hollar, Mayor of Montpelier**
- 8:40-8:50 a.m. State and Local Government: Shared Concerns in our Communities**
Maura Carroll, VLCT Executive Director
- 8:50-9:00 a.m. Walk to State House**
- 9:00-10:30 a.m. Joint House and Senate Transportation Committees, (Room 11)**
Topics may include long-term transportation funding, the Municipal Roads General Permit, and what we do to keep the public traveling
- 9:00-10:00 a.m. House Natural Resources Committee (Room 47)**
Topics may include Vermont's Clean Water Act, stormwater management, and combined sewer overflow and municipal actions
- 10:30-10:40 a.m. Return to Capitol Plaza**

OR

- 10:30-noon Tour the State House with State Curator David Schütz**
- 10:45-11:45 a.m. Policy Briefing Roundtables (at Capitol Plaza)**
- Municipal Transportation Obligations and Opportunities
Speaker: Joe Flynn, Agency of Transportation Secretary
- Building a Balanced State Budget
Speaker: Steve Klein, Vermont Legislative Joint Fiscal Office Chief Fiscal Officer



12:15-1:30 p.m. Luncheon with Your Legislators at the Capitol Plaza Hotel
Dominic Cloud, VLCT President, will introduce Speaker of the House
Mitzi Johnson at 12:15

1:30-1:45 p.m. Return to State House
OR

Attend the afternoon workshop at Capitol Plaza.

1:45-3:30 p.m. Vermont Climate Action Communities(VCAC)

The afternoon session will focus on Vermont Climate Pledge Communities, a new Vermont initiative that is designed to help municipalities move to a clean energy economy. The session will describe how municipalities can participate in it and will include presentations from towns that are already implementing creative solutions.

1:45-3:30 p.m. Observe House and Senate Floor Action; attend Committee Meetings

*** 1:45-3:00 p.m.* Senate and House Government Operations Committees (Senate Chamber)**

Topics may include law enforcement, the Open Meeting Law, the Public Records Act, and charter changes

** This committee will meet once the Senate is off the floor.*

2:30-3:00 p.m. Treats in the Cafeteria

3:00 p.m. Conclusion



Local Government Day in the Legislature
Thursday, February 15, 2018

House and Senate Government Operations Committees (1:45 – 3:00 pm) Senate Chamber Open Meeting and Public Records, Terminating Interests in Leased and Glebe Lands, Law Enforcement, Emergency Medical Services, Elections

Talking Points

You will have the opportunity to speak directly to the House and Senate Government Operations Committees from 1:45 – 3:00 pm, or when the House and Senate are finished with their respective calendars that afternoon.

Following are talking points that you may want to address when you testify before the committee:



- Difficulties your town has complying with the open meeting and public records laws – what changes would you like to see made, and what help can the state provide?
- Law enforcement and public safety coverage in your town – what works or doesn't work in your town? Who pays for public safety? How much? What role should the state play in providing these services?
- How your town addresses requests to release Glebe or lease lands
- Municipal charter changes requests for your town
- Self-governance more generally – the legislature needs to provide towns and cities more flexibility in how state directives and mandates are implemented
- Any *other* issues that you would like the legislature to consider? Speak to any issues that affect your ability to do your job effectively and efficiently.

Tracy Borst

From: Lisa Goodell <lgoodell@vlct.org>
Sent: Tuesday, February 13, 2018 8:32 AM
To: Lisa Goodell
Subject: VLCT Event Confirmation - Local Government Day, Thursday 2/15/18
Attachments: Transportation Talking Points for Local Government Day 2018.docx; Town Transportation Prgm funding 2013-2019.pdf; Water Quality Talking Points for Local Government Day.pdf; Government Operations Talking Points for Local Government Day 2018.pdf; Agenda - Local Government Day.docx; Directions to DET - with Picture.doc; LGD 2018 Parking Pass.pdf; LGD 2018 Attendee List.rtf

Good afternoon,

Thank you for registering for the VLCT's **Local Government Day**. This event is scheduled for **Thursday, February 15, 2018** at the Capitol Plaza Hotel in Montpelier, Vermont. The most recent agenda with current committee meetings is attached. There have been several schedule changes, registration now begins at 7:45. Talking points for Transportation, Water Quality and Government Operations are attached. You can also read last Friday's Legislative Report to learn about more important policy issues for this year's Local Government Day.

Registration begins at 7:45 a.m. and the program will start at 8:30 a.m.

Attached please find a copy of the parking permit for the hotel. You will need to print the permit in **color** and place it inside your vehicle windshield the day of the event. We will also have copies available at the registration desk for those that don't have a printer. Capitol Plaza parking permits work anywhere behind the hotel, including the public parking (but not the Church lot). They do not work in metered spaces along the street. [Parking can be challenging this time of year. Overflow parking is available at the Department of Labor and a Capitol Plaza shuttle is available to bring you to the hotel.](#) If the shuttle doesn't arrive within 10 minutes you can reach the Capitol Plaza at 223-5252. Directions for the overflow parking are attached.

We do our best to accommodate all special dietary needs. Please reply to this email if you have any dietary restrictions you have not already let us know about.



Lisa

Lisa Goodell
Communications & Events Associate

(802) 229-9111
89 Main St., Suite 4
Montpelier, VT 05602



VMCTA

2h.

Vermont Municipal Clerks' & Treasurers' Association
82st Annual Meeting

September 20th and 21st, 2018

(Registration Deadline Sept. 11, 2018)

Hampton Conference Center

42 Lower Mountain View Dr, Colchester, VT

Name: Tracy Borst Title: _____
Mailing Address: PO Box 126 Thetford Ctr VT
Telephone: 802 785-2922 E-mail: Townclerk@vmcta.org
Indicate Name for Badge: Tracy Borst

CIRCLE APPROPRIATE SELECTION(S)

~~Wednesday, Sept. 19 Athenian "Shackleton's Way: Leadership Lesson Explorer" see separate sign-up sheet \$100.00 (payment in addition to registration fee)~~

Thursday, Sept. 20 \$80 per person (includes continental breakfast, buffet lunch)
Course Selection (Please Select one for each time slot):

8:30am - 10:00am "Workplace Violence" OR "C"

3:30pm - 5:00pm "Election Procedures: A-Z" OR "M"

Evening Banquet \$50 per person (semi-formal event including awards)

Check Your Meal Choice: _____ Ribeye (BBQ rub)
_____ Pasta Prima Vera

Check Here If You Will Be Bringing a Guest to the Banquet _____

Check Your Guest's Meal Choice _____ Ribeye _____ Chicken

Do you have any special dietary needs? _____

Friday, Sept. 20 \$80 per person (includes continental breakfast, lunch)
Course Selection: (Please Select One for each time slot)

8:30 a.m. - 10:00 a.m. "New Vital Records Law" OR "Privacy"

OR COMPLETE PACKAGE (without Athenian) \$150
(Now Go Back Up the Page and Pick Your Meal Choice for the Banquet)

Check out the lodging info sheet in this packet for the Hampton Conference Center

RETURN THIS FORM & PAYMENT TO: Donna Kinville, S. Burlington
(Make Check Payable to VMCTA) 575 Dorset St
S. Burlington, VT 05403

Annual Business Meeting

ORDER OF

one hundred fifty & 00/100 Dollars

P.O. BOX 126
THETFORD CENTER, VERMONT 05075-0126
(802) 785-2922 OR 785-4927

AMOUNT OF CHECK

CHECK NO. 239997

CHECK NO. 239997

239997

⑆239997⑆ ⑆021307559⑆ 3600280E⑆

VERMONT MUNICIPAL CLERKS' & TREAS.
DONNA KINVILLE, S. BURLINGTON CITY CLERK
575 DORSET STREET
S. BURLINGTON VT 05403

[Signature]
AUTHORIZED SIGNATURE

DATE 09/05/18 AMOUNT *****150.00

Security features. Check on back.





VMCTA

CONTINUING EDUCATION
& PROFESSIONAL SUPPORT
FOR
VERMONT'S MUNICIPAL
CLERKS AND TREASURERS

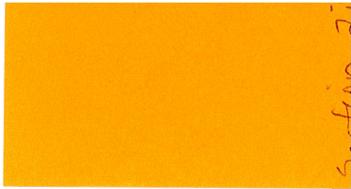
Certificate of Completion

Tracy Borst, Thetford

VMCTA Spring Training - 6 hours training
Other Credits - 3 points

Fairlee, Vermont • April 18, 2019

Tracy Borst, Chair, Continuing Education Committee



VERMONT MUNICIPAL CLERKS' & TREASURERS' ASSOCIATION

AWARDED TO

Tracy Borst
Town Clerk & Town Treasurer, Thetford

CERTIFICATE OF COMPLETION

- Workplace Violence – 1.5 hours (1.5 hours CMC/MMC)
- Strategic Planning – 1.5 hours (1.5 hours CMC/MMC)
- Much More Than Words – 1.5 hours (1.5 hours CMC/MMC)
- Municipal Accounting – 1.5 hours
- Principles of Banking – 1.5 hours (1.5 hours CMC/MMC)
- Adaptability Making Change Work for You – 1.5 hours (1.5 hours CMC/MMC)
- Influence Dotted Line Leadership – 1.5 hours (1.5 hours CMC/MMC)

PRESENTED BY
VERMONT MUNICIPAL CLERKS' & TREASURERS' ASSOCIATION AT ITS ANNUAL MEETING
SEPTEMBER 20 & 21, 2018

Tracy Borst

VMCTA EDUCATION CHAIR

VERMONT MUNICIPAL CLERKS' & TREASURERS' ASSOCIATION

Certificate of Completion

AWARDED TO

Tracy Borst, Town Clerk / Town Treasurer
Thetford

- Let's Talk About What's Working – 1.5 hours (1.5 hours CMC/MMC)
- Poll Worker Management Best Practices – 1.5 hours (1.5 hours CMC/MMC)
- Diversity and Inclusion – 1.5 hours (1.5 hours CMC/MMC)
- Work Life Balance – 1.5 hours (1.5 hours CMC/MMC)
- Navigating Difficult Interactions – 1.5 hours (1.5 hours CMC/MMC)
- Game of Groans: Property Tax Nuts & Bolts – 1.5 hours (1.5 hours CMC/MMC)
- Maximizing Municipal Funds – 1.5 hours (1.5 hours CMC/MMC)

PRESENTED BY

VERMONT MUNICIPAL CLERKS' & TREASURERS' ASSOCIATION AT ITS ANNUAL MEETING
SEPTEMBER 12 & 13, 2019

Tracy Borst

VMCTA EDUCATION CHAIR

**VMCTA EXECUTIVE BOARD
EMERGENCY MEETING MINUTES
Tuesday May 5, 2020
Via Zoom (an online meeting provider)**

MEMBERS PRESENT: President Georgette Wolf-Ludwig, Fairlee; Past President Donna Kinville, South Burlington; 1st Vice President Tracy Borst, Thetford; 2nd Vice President Julie Graeter, Colchester; Secretary Dawn Custer, Hubbardton; and Members at Large – Charles Degener, Woodstock; Deb Hawkins, Pawlet; Diane Judd, Holland and Diana Vachon, Shelburne

MEMBERS ABSENT: Treasurer Audra Girouard, Concord and Auditor Sue Gage, Brandon

OTHERS PRESENT: Carol Dawes, Barre City Clerk/Treasurer; Bobbi Brimblecombe, Marshfield Clerk/Treasurer; and Lucrecia Wonsor, Killington Clerk/Treasurer

3:39 p.m. – President Georgette Wolf-Ludwig called the meeting to order.

An emergency meeting of the E-Board was asked for by Donna Kinville. The purpose of the meeting was to address two issues being quickly decided upon in Montpelier and immediate input from VMCTA was needed. The two reasons are stated below.

1. **Federal elections** – both the August and November elections processes are being decided. What is the stance of the Association?
2. **Digitizing of records**. The COVID 19 issue has brought access to land records to the forefront of discussion. Online access when there is no reasonable access to clerks’ offices is a point of consideration. Before it becomes an issue the state mandates; why not work to get the ball going ourselves?

NEW BUSINESS

A. Digitizing of Land Records

Georgette requested Donna, Carol, Bobbi, and Lucrecia to provide the Board with an update. Donna began by explaining the Senate Government Operations Committee (Senate Gov Ops) has a committee consisting of realtors, attorneys, all the stakeholders in last year’s fees meetings, not necessarily the same people. They would like to see all towns have accessible online land records. Many could not access the information they needed during the COVID-19 operation restrictions. All stakeholders gave a history as to why and how they were affected. The clerks present explained to the committee that many clerks are bending over backwards to make certain the lawyers, researchers, and all stakeholders are receiving the necessary information. There have been restrictions on all, attorneys, realtors, researchers, and banks. All feed into the system and, make the process work. They would like clerks to begin digitizing and offering online access to land records as soon as possible for all records received from this point forward. The legislature is not at the point where they would like to sponsor a bill. They are hoping all entities can work together to obtain a solution. A centralized database was suggested. Bobbi noted on the VMCTA website a portal could be built which would include a hyperlink to all clerks’ land records. If there is not access to an individual clerk’s records the link for that town would state, the records are not available yet. Donna suggested the same group of people that Carol put together last year should be the ones at the table. Carol stated it took a village to get the Fees Bill through and that group has continued to stay in touch. Most of those on the call last week were from that group. Most agree it is best not to try and reinvent the wheel. A portal which allows access to the clerks’ systems already in place seems like a good way to move forward. Currently town clerks have 251 different business models. There needs to be standardization for records and indexing of land records. An updated Best Practices with the goal being standardization seem

Section 2K

**VMCTA EXECUTIVE BOARD
MEETING MINUTES
Friday April 24, 2020
Via Zoom (an online meeting provider)**

MEMBERS PRESENT: President Georgette Wolf-Ludwig, Fairlee; Past President Donna Kinville, South Burlington; **1st Vice President Tracy Borst, Thetford** (for first ½ hour); Treasurer Audra Girouard, Concord; Secretary Dawn Custer, Hubbardton; and Members at Large – Charles Degener, Woodstock; Deb Hawkins, Pawlet; Diane Judd, Holland and Diana Vachon, Shelburne

MEMBERS ABSENT: 2nd Vice President Julie Graeter, Colchester and Auditor Sue Gage, Brandon

OTHERS PRESENT: Jill Remick, Deanna Robitaille, Christie Wright, and Lorraine Sicilliano – all representing Vermont Property Valuation & Review (PV&R); Carol Dawes, Barre City Clerk/Treasurer; Donna Kelty, Barre Town Clerk/Treasurer; and Bobbi Brimblecombe, Marshfield Clerk/Treasurer

10:04 a.m. – President Georgette Wolf-Ludwig called the meeting to order.

AGENDA REVIEW AND MODIFICATIONS

Georgette asked the Board's permission to amend the agenda allowing New Business to be conducted first. The Board agreed by consensus.

NEW BUSINESS

A. Committee Update – Carol Dawes, Legislative Committee Chair

Carol Dawes informed the Board she would present an update on items currently in the works. A lot that is not tied to COVID-19 has been placed on the backburner. The Legislative Committee met with the Secretary of State's Office (SOS) at which election proposals were shared. Some details are not to be shared publicly now. They plan to do an extensive outreach encouraging people to sign up for absentee ballots. Postcards, similar to the ones received from political parties with a tear off request may be sent to voters. The intent for the August primary is to have the election run as they have in the past and not be a vote by mail. Traditionally, the August primary sees a significantly lower voter turnout than other elections. Nothing has been finalized regarding how things will work at the polls. There needs to be an in-person component for both the August and November elections for same day registration and polling opportunities. Personal protective equipment (PPE) kits have been ordered for each polling location. The current proposal for the November election is to vote by mail. There will need to be an election day polling place for voters to register and for election polls. They want to have it refined by the end of May. If the election is to be by mail, ballots will need to be ordered. There are changes coming. Money has been received for elections and will be used to provide postage paid envelopes. Different variations were discussed. Making elections an essential function to enable more people to work, processing absentee ballots in the tabulators prior to the election and letting mail sit for three days to protect against the spread of the virus and possibly extending the time after polls close on election day to count and feed absentee ballots received by mail which may be required to be left unopened three days, to be processed. Only ballots received by election day will be counted. It was wondered how hand count towns would process ballots received by mail. Would they have to wait to count the ballots several days after the ballot is received? If that is the case, would they have to bring the poll workers back to count them? Deb Hawkins noted the mail may be quarantined but the ballot run through the tabulators on election day will have been processed and touched by voters that day. Carol explained voters and/or poll workers will be wearing gloves. The ballots received in the mail will be touched by numerous people before they are received.

Donna Kelty shared her town vote is scheduled for June 2, 2020. The polling place is the school. It is

**VMCTA EXECUTIVE BOARD
MEETING MINUTES
Tuesday November 5, 2019
Barre Town Offices**

MEMBERS PRESENT: President Georgette Wolf-Ludwig, Fairlee; Past President Donna Kinville, South Burlington; 1st Vice President Tracy Borst, Thetford; 2nd Vice President Julie Graeter, Colchester; Treasurer Audra Girouard, Concord; Secretary Dawn Custer, Hubbardton; and Members at Large – Charles Degener, Woodstock; Deb Hawkins, Pawlet; Diane Judd, Holland; and Diana Vachon, Shelburne

MEMBERS ABSENT: Auditor Sue Gage, Brandon

OTHERS PRESENT: Priscilla Aldrich, Burke Town Clerk/Treasurer; Tammy Legacy, Roxbury Town Clerk; and Patti Lewis, Fayston Town Clerk/Treasurer

10:20 a.m. – President Donna Kinville called the meeting to order.

AGENDA REVIEW AND MODIFICATIONS

No modifications were made to the agenda.

President Georgette Wolf-Ludwig thanked everyone who was present for attending the meeting. She noted she appreciated everyone being a member of the VMCTA E-Board for the coming year.

REVIEW AND APPROVE MINUTES OF JULY 26, 2019

Donna Kinville made a motion seconded by Deb Hawkins to approve the minutes of the July 26, 2019 meeting with corrections. The majority of members were in favor. The motion carried.

NEW BUSINESS

A. NEACTC (New England Association of City & Town Clerks) Conference

Georgette informed the members Tammy Legacy, Roxbury Town Clerk; was present to talk about the NEACTC Conference in Vermont. Tammy explained at the last few New England E-Board meetings each state's employer identification number (EIN) has been discussed. Vermont uses the New England number. It is the feeling New England no longer wants Vermont to use its number. Patti Lewis is the Treasurer for the New England Conference to be held in Vermont. She has contacted an auditor friend about Vermont obtaining its own EIN. Patti noted NEACTC can designate a group exemption which allows for its EIN to cross borders. Traci Borst wondered if New England asked Vermont to no longer use its number. Tammy answered New England said Vermont should not use its number. She suggested there may be a group exemption for the VMCTA and the New England Conference. Vermont – may be able to receive a group exemption using VMCTA's number. Patti added it is not a lot of work to obtain a number. By-laws etc. are needed. A report would have to be completed every year which is about \$100 to report no money for five years, \$400 - \$500 in the sixth (conference) year. IRS gross receipts limits were discussed. Tammy explained Rhode Island doesn't have a lot of money and are an entity within the Rhode Island Clerk's Association. It was noted every sixth year someone would need to be hired to complete the detailed IRS return. Tammy agreed noting the Vermont - New England Conference would cover the excess expense to VMCTA. It would be the same if the Vermont – New England Conference became its own entity. It was suggested the NEACTC may decide to bring each state inside their EIN using group exemptions. It is possible NEACTC may contribute less to the hosting state's contract. It was questioned why that would happen when it is the NEACTC's conference. Patti explained they have no control over the income and expenses in each hosting state. Tammy added each state reports about the conference after the fact but the

**VMCTA EXECUTIVE BOARD
MEETING MINUTES
Friday, July 26, 2019
Barre Town Offices**

MEMBERS PRESENT: President Donna Kinville, South Burlington; Past President Lucrecia Wonsor, Killington; 1st Vice President Georgette Wolf-Ludwig, Fairlee; 2nd Vice President Tracy Borst, Thetford; Treasurer Audra Girouard, Concord; Secretary Dawn Custer, Hubbardton, Auditor Julie Graeter, Colchester; and Members at Large – Deb Hawkins, Pawlet; Stacy Jewell, St. Johnsbury; and Diane Judd, Holland

OTHERS PRESENT:

9:30 a.m. – Board members assembled registration packets for the Annual Meeting mailing.

10:20 a.m. – President Donna Kinville called the meeting to order.

REVIEW AND APPROVE MINUTES OF June 19, 2019

Georgette Wolf-Ludwig made a motion seconded by Lucrecia Wonsor to approve the minutes of the June 19, 2019 meeting with corrections. All members were in favor. The motion carried.

NEW BUSINESS

A. Education Committee Update for the Annual Meeting

Tracy Borst reported the education portion of the Annual Meeting is set. The only item remaining is to contact the speakers to find out their audio-visual needs. Donna noted she believed the session rooms had projection, microphones and screens. Speakers would need their own computers and possibly cables. Georgette noted there is going to be a site map for the registration packet which will show the layout of the inn. The registration packet will include the map and agenda. Last year the review for the event was excluded. Tracy explained QR codes are on the review sheets at the New England Municipal Clerk's Institute. People can scan the code with their cell phone and complete the review online. Lucrecia reported the VMCTA website has the ability for a quick form that can be exported into Excel. That is what the Fees Committee is using to report fees. Survey Monkey limits the number of questions that can be asked. Using Doodle was discussed. It was noted Doodle does not limit the number of questions.

B. Certification for the International Institute of Municipal Clerks (IIMC) Reminder

Tracy explained assessments that are handed out during sessions need to be completed for members seeking to receive their Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) designations to receive points. She noted a lot of time is spent reviewing the survey sheets and sign in sheets. She suggested people seeking CMC and MMC should have the responsibility of printing the surveys which will be online and bringing them to the sessions themselves. Those attending sessions who are not trying to earn their CMC or MMC certifications do not have to complete the session questionnaire. If they sign in to a session they will receive a certificate of participation to use toward their Certified Vermont Clerk (CVC). Lucrecia wondered if clerks who already have their MMC should complete the forms. Tracy encouraged them to do so as IIMC is looking in to a program for certification beyond the MMC.

C. Legislative Report

Donna informed Board members she touched base with Carol Dawes, Barre City Clerk, to find out what bills clerks and treasurers need to be ahead of before the next legislative session starts. Clarification for

**VMCTA EXECUTIVE BOARD
MEETING MINUTES
Wednesday, June 19, 2019
Lake Morey Inn ~ Fairlee, Vermont**

MEMBERS PRESENT: President Donna Kinville, South Burlington; Past President Lucrecia Wonsor, Killington; 1st Vice President Georgette Wolf-Ludwig, Fairlee; 2nd Vice President Tracy Borst, Thetford; Treasurer Audra Girouard, Concord; Secretary Dawn Custer, Hubbardton, Auditor Julie Graeter, Colchester; and Members at Large – Charles Degener, Woodstock; Deb Hawkins, Pawlet; Stacy Jewell, St. Johnsbury; and Diane Judd, Holland

OTHERS PRESENT: Erin O'Shaughnessy of Lake Morey Inn

10:04 a.m. – President Donna Kinville called the meeting to order.

NEW BUSINESS

A. Lake Morey Inn Visit for Annual Meeting Logistics

While discussing decorations the Board found the Inn did not have centerpieces. White or ivory tablecloths are available, napkins are available in a rainbow of colors. Table overlay colors are limited. Memo cubes are this year's gift to attendees. Melissa is the events coordinator for the Inn and will touch base. All AV equipment is included except the LCD projector. There will be a podium available in the main room and for the Annual Meeting. The Annual Meeting will be during Thursday's lunch. The banquet will have a dance floor and bar. Breakfast will be in the Ball Room. VMCTA will need a microphone and the United States and Vermont flags at the Annual Meeting and banquet. Erin O'Shaughnessy explained the banquet would have the dance floor in the middle with round tables surrounding it. If extra tables are needed let the Inn know. The general session will have dual screen projectors, the vendors will be in the room and the registration table. The risers may be shortened if needed. There will be long tables in the room in lieu of round. Power is on the sides and in the ceiling. Extension cords can be used by the vendors. The Garden Room will be used for the Athenian. Lunch will be in the Morey Room both days.

B. Fees

Lucrecia Wonsor reported she is working on a Survey Monkey. Data for the 2018-2019 fiscal year will need to be included, as well as, the next two years. Data collected will be presented at the three-year fee schedule review for increases; even if an increase is not being sought. Included in the report will be recording fees, restoration fees, fish and wildlife licenses, Green Mountain Passes, vehicle registrations, dog licenses, marriage licenses – any fee that has state involvement. A lot of clerks will have to change the way we collect the money.

REVIEW AND APPROVE MINUTES OF APRIL 11, 2019

Georgette Wolf-Ludwig made a motion seconded by Charles Degener to approve the minutes of the April 11, 2019 meeting with corrections. All members were in favor. The motion carried.

NEW BUSINESS (cont.)

C. Awards Committee Update

Georgette Wolf-Ludwig reported members of the committee developed an idea for an additional award. The criteria are not as strict as the Town Clerk, Town Treasurer, and Assistants of the Year awards. It

**VMCTA EXECUTIVE BOARD
MEETING MINUTES
Thursday, April 11, 2019
Barre Town Offices**

MEMBERS PRESENT: President Donna Kinville, South Burlington; Past President Lucrecia Wonsor, Killington; 1st Vice President Georgette Wolf-Ludwig, Fairlee; 2nd Vice President Tracy Borst (via phone), Thetford; Treasurer Audra Girouard, Concord; Secretary Dawn Custer, Hubbardton and Members at Large – Charles Degener, Woodstock; Deb Hawkins, Pawlet; Stacy Jewell, St. Johnsbury; and Diane Judd, Holland

OTHERS PRESENT: Jill Remick & Deanna Robitaille of Property Valuation & Review, and Carol Dawes, Barre City Clerk

9:02 a.m. – President Donna Kinville called the meeting to order.

REVIEW AND APPROVE MINUTES OF December 6, 2018

Georgette Wolf-Ludwig made a motion seconded by Lucrecia Wonsor to approve the minutes of the December 6, 2018 meeting as presented. All members were in favor. The motion carried.

NEW BUSINESS

A. Property Valuation & Review (PVR)

Jill Remick thanked the Board for the opportunity to speak. Currently PVR is working on an update – the Grand List Software Project. The department would like feedback from the clerks, listers and assessors. Currently the department is on a fact-finding mission to find a software system and the best provider. The State requires PVR reach out for competitive bids. PVR is in the middle of the scheduled listening sessions. Input is being sought from clerks, treasurers, assessors – a wide net is being cast. The hope is to replace or upgrade the current grand list software. There is better technology available. There are a lot of manual inputs in the current software, which uses a lot of valuable time. The State agency wants a competitive bid process. GIS (Geographic Information Systems) would like it if the grand list software to be able to interface with theirs. The hope is not to have gaps with other municipal interfaces. There are legislative funds for this project. There are unknowns to be determined. The RFPs (Requests for Proposals) have been sent, published and are being returned. The narrow focus of the project is to meet statutory requirements. A pooled rate is being asked for to allow towns to use the chosen vendors' other software if they choose. The RFPs will be arriving this week. It had to happen during the current legislative session to secure funding. There will be demonstrations available, hopefully by May. NEMRC (New England Municipal Resource Center) and FAS (Fund Accounting Software) are bidding as well as others. The hope is to have a contract signed by this fall with a two year overlap in implementing. It is to be as user friendly as possible. PVR will host all the trainings; it is included in the funding. The budget request was for \$10 million which includes training, staff time and implementation. Concerns have been expressed from towns in the midst of reappraisals. PVR does not want this to interfere with that process. Transition will be a significant part of the plan is having pilot towns. Concerns have been heard that PVR is taking over assessing properties. That is not the case nor does the department want to. A lot has changed since 1995 when the software currently used was brought in. It is the Tax Department's responsibility to provide the grand list software. The department will be surveying towns regarding internet speed, computer versions, what works well and what doesn't work well.

Stacy Jewell expressed her concern regarding the loss of the link between the tax administration and grand list programs which the NEMRC system currently provides. She wondered if there would be a separate tax administration program or if the NEMRC system would still be utilized. Jill answered the current systems being used by towns could remain in place. Diane Judd noted it would be nice to have pre-payment of

**VMCTA EXECUTIVE BOARD
MEETING MINUTES
Thursday, December 6, 2018
Barre Town Offices**

MEMBERS PRESENT: President Donna Kinville, South Burlington; Past President Lucrecia Wonsor, Killington; 1st Vice President Georgette Wolf-Ludwig, Fairlee; 2nd Vice President Tracy Borst, Thetford; Treasurer Audra Girouard, Concord; Secretary Dawn Custer, Hubbardton; Auditor Julie Graeter, Colchester; and Members at Large – Charles Degener, Woodstock; Deb Hawkins, Pawlet; Diane Judd, Holland; and Stacy Jewell, St. Johnsbury

OTHERS PRESENT: Tammy Legacy, Roxbury; Priscilla Aldrich, Burke; Sandy Pinsonault, Dorset; and Tim Terway, Vermont Center for Geographic Information (VCGI)

9:33 a.m. – President Donna Kinville called the meeting to order.

REVIEW AND APPROVE MINUTES OF October 10, 2018

Georgette Wolf-Ludwig made a motion seconded by Stacy Jewell to approve the minutes of the October 10, 2018 meeting with corrections. All members were in favor. The motion carried.

NEW BUSINESS

A. Tim Terway – Vermont Center for Geographic Information (VCGI)

Tim Terway of VCGI explained he wanted to learn what clerks and treasurers' thoughts are regarding statewide parcel mapping. It is a project that started seven years ago and became legislation in 2016 under transportation. The intent is to have a mapping standard for every Vermont municipality and allowing that standard to be joined to the municipal grand list. He explained part of his role is to work with the clerks, treasurers, listers, assessors and vendors. The hope is to have all municipalities in compliance with the state standard in two to three years. There are 173 towns done and the remaining 79 towns should be done by December 2019. The projects will make it easier and less expensive for towns to maintain parcel information. He explained he wanted to offer his services to towns by helping them formulate information they may want to have included in the legislation. The intent is to not add a burden to clerks and listers because both are busy. What is being proposed is not for overriding the municipality as a source of land record information but to add access. One item VCGI is looking at providing is digital copies of surveys. A digital .pdf will be sent to the website with the surveyor's number and the information for the municipality where the document is recorded. He explained he also works with the Professional Board of Surveyors and the Vermont Board of Surveyors. The stamped Mylar filed with the clerk is the official document and any copy is not cited as an authoritative source. Sandy Pinsonault wondered why the state wanted tax maps suggesting it was to make money from documents kept in clerks' offices. Tim explained VTrans needs a forty-year title history when working on a project. There are other groups needing information as well. What can be done with the information? It can be used by emergency responders and for fiscal analysis of parcel data. With grand list information a per acre parcel assessment can be done. The maps aren't authoritative. It is hoped the grand list process can be streamlined. Municipalities and states have been working on this quite a bit. Documents have a what – what it is – and where – where the document originated and is recorded – assigned to them. Tracy Borst for clarification noted the service is available for free and is linked to the grand list. Some towns have their tax maps available on their websites for free and pay CAI Technologies a lot to get those tax maps. She asked if this service would help to eliminate that expense. Tim responded VCGI does not do CAMA services, they do bare bones - planned view, aerial imagery, you can click for parcel information, get abutter information. It is realized vendors supply different services. Tracy asked if towns would need more information from their mapping vendors to remain compatible. Tim answered no, adding towns would need less information over time.

VMCTA EXECUTIVE BOARD
MEETING MINUTES
Wednesday, October 10, 2018
Barre Town Offices

MEMBERS PRESENT: President Donna Kinville, South Burlington; Past President Lucrecia Wonsor, Killington; 1st Vice President Georgette Wolf-Ludwig, Fairlee; 2nd Vice President Tracy Borst, Thetford; Treasurer Audra Girouard, Concord; Secretary Dawn Custer, Hubbardton; Auditor Julie Graeter, Colchester; and Members at Large – Charles Degener, Woodstock; Deb Hawkins, Pawlet; Diane Judd, Holland; and Stacy Jewell, St. Johnsbury

OTHERS PRESENT: None

9:32 a.m. – President Donna Kinville called the meeting to order.

REVIEW AND APPROVE MINUTES OF August 7, 2018

Georgette Wolf-Ludwig made a motion seconded by Diane Judd to approve the minutes of the August 7, 2018 meeting with corrections. All members were in favor. The motion carried.

NEW BUSINESS

A. Possible 2019 Annual Meeting Venue

President Donna Kinville thanked everyone for coming to the meeting and welcomed Julie Graeter and Charles Degener to the E-Board. Discussing the possible venues for next year it was noted this year's venue was different and \$10,000 less than last year's. The Lake Morey Inn is cheaper and will probably be the venue when Georgette becomes the President. Having the venue in your vicinity makes it easier for all the back and forth work that needs to be done. Lucrecia Wonsor admitted it was a little difficult when the Annual Meeting was at the Stoweflake her first year as President. Keeping the same venue, the Hampton Inn in Colchester, for the 2019 Annual Meeting was discussed, as well as, preparing for the Lake Morey Inn in 2020 as the possible venue. Additional venue discussion followed.

Responses to the Survey Monkey regarding the Annual Meeting were reviewed. Choice of course was the number one response to what is a deciding factor for conference attendance. Location was number two, cost three and days of the week was fourth. The number one and two reasons for not attending were courses and cost. Donna noted the days of the week the conference was held were changed for the treasurers. It was wondered if the days of the week or the location was the reason for the increase in attendance. The Athenian was added because one of the original speakers had intended to do an Athenian. It was suggested if an Athenian was added again next year that a minimum number of attendees be required. This year's facilitator only charged air fare. A clerk from Malone, New York attended the Athenian. Offering an Athenian on one of the regular conference days might be a good choice for clerks seeking an advance certification. Donna noted she did not realize how much went in to organizing a conference. She suggested shifting some of the 2nd Vice President's duties to the 1st Vice-President. Dates for next year's conference were discussed hoping to avoid vendor conflicts.

B. Honorary Members

Donna explained she was asked about adding two honorary members. Reviewing how honorary members were chosen in the past was going to be reviewed.

C. Associated Press

Donna informed Board members the Associated Press paid the Association \$2,600 for the August election with thirty (30) towns not reporting. It was noted there were a lot of power outages throughout the state that prevented many towns from reporting.



VERMONT MUNICIPAL CLERKS' & TREASURERS' ASSOCIATION

Certification Program

In-Service and Education Courses Verification Form

I HEREBY CERTIFY Tracy Borst

OF THE TOWN/CITY OF Theford

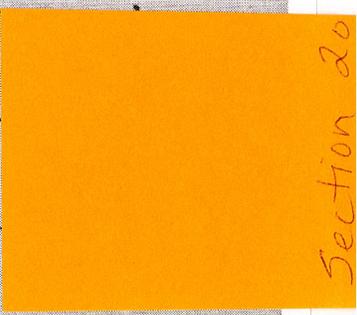
HAS SUCCESSFULLY COMPLETED A payroll COURSE/SEMINAR

ENTITLED End of year Payroll Seminar

HELD AT Lake Moey Resort

ON THIS 14th DAY OF December, 20

SPONSORED BY NEMRC



By Penny C. Muzzey
PRESENTER

Section 20

New England Municipal Resource Center, Ltd

PAYROLL/AP YEAR END SEMINAR
A One Day Seminar

Register online at www.nemrc.com or Complete this Registration Form

Retain a copy of this registration form for your records

Name #1 Tracy Borst Email Treasurer@Thetfordvermont.us
 Name #2 Kristie Wadsworth Email AssistantTreasurer@
 Name #3 _____ Email thetfordvermont.us
 Name #4 _____ Email _____

Organization: Thetford Telephone #: 802 785-2922 x7

(I)(We) will be attending the one-day seminar at the following location:

- 2 Friday, December 14, 2018 – Lake Morey Resort, Fairlee, 802-333-4311
Registration & Coffee 9:00 a.m. to 9:30 a.m. / Seminar 9:30 a.m. to 3:30 p.m.
- _____ Monday, December 17, 2018 – Holiday Inn, Rutland, 802-775-1911
Registration & Coffee 9:00 a.m. to 9:30 a.m. / Seminar 9:30 a.m. to 3:30 p.m.
- _____ Wednesday, December 19, 2018 – Holiday Inn, S Burlington Williston Rd, 802-419-6204
Registration & Coffee 9:00 a.m. to 9:30 a.m. / Seminar 9:30 a.m. to 3:30 p.m.

Fee for the Seminar: \$145.00 per person Fee includes continental breakfast, lunch, and materials.

In the case of bad weather conditions please call the NEMRC support line 1 800 387 1110 or check online at www.nemrc.com to see if the seminar has been postponed for that day.

REGISTRATION IS REQUIRED. Please notify our office **NO LATER THAN:**
Friday, December 7, 2018.

Please register online at WWW.NEMRC.COM or complete the above registration form and return with your check, made payable to NEMRC, (or you can request that we bill you)

NEMRC
PO BOX 2020
Georgia, VT 05468
Fax: 802-419-3087 or E-mail esaunders@nemrc.com

Fees will be refunded if cancellation is made more than 24 hours before the seminar.

NEMRC
PO Box 2020
Georgia, VT 05468
800-387 1110

*100-3400-40.00
#290.00*

Tracy Borst

20.

New England Municipal Clerks'
Institute and Academy

Awarded to:

Tracy Borst

Certificate of Completion for coursework equating a total of 10 hours

Freedom of Information I * Emotions in the Workplace II

Super Clerk Academy * Public Speaking I

Municipal Finance Academy

All two (2) hour courses

Presented by the

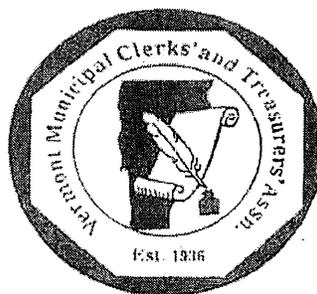
New England Municipal Clerks' Institute and Academy

July 8 - 13, 2017



Tracy Borst / *Education Chair / Board Chair*

IIMC Educational Points shall be calculated using the total number of hours listed on the certificate.



VERMONT MUNICIPAL CLERKS' & TREASURERS' ASSOCIATION

Certification Program

In-Service and Education Courses Verification Form

I HEREBY CERTIFY Tracy Borst

OF THE TOWN/CITY OF Thetford

HAS SUCCESSFULLY COMPLETED A 7 hour COURSE/SEMINAR

ENTITLED Governmental Accounting & Auditing Symposium

HELD AT Lake Morey, Fairlee VT

ON THIS 29 DAY OF May, 2019

SPONSORED BY Vermont League of Cities and Towns

By [Signature] PRESENTER

Lacey

Vermont League of Cities and Towns

Presents the

Governmental Accounting and Auditing Symposium

In cooperation with

Vermont Municipal Clerks' and Treasurers' Association, and

Vermont Government Finance Officers Association

?
Questions?
Call 800-649-7915
Email info@vlct.org

Wednesday, May 29, 2019 | Lake Morey Resort, Fairlee



Registration Deadline:
Wednesday, May 22, 2019

Register online:
www.vlct.org/training-events

COST*

\$60 PACIF ✓

\$90 VLCT Members

\$160 Non-Member CPAs

* Add \$10 to the rates above after the May 22 deadline.

Who Should Attend?

- ▲ Municipal finance officials and treasurers
- ▲ Local government officials who have fiduciary responsibilities
- ▲ Municipal government board members, auditors, municipal managers and administrators

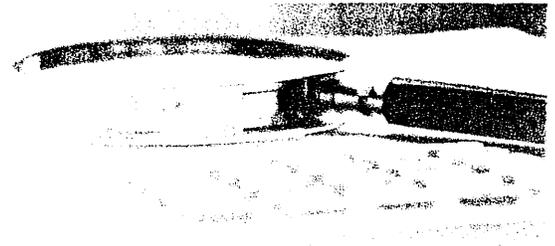
Program Highlights

- ▲ Learn from municipal and state finance professionals with expertise in municipal accounting, auditing, best practices and policies
- ▲ Hear about new finance-related legislation
- ▲ Network with your peers to share best practices and experiences

Program Takeaways

- ▲ Tools to assess your municipality's financial health
- ▲ Best practices to reduce fraud and embezzlement
- ▲ Banking, cash management and investment guidance





8:30 Registration (Coffee and light breakfast included)

9:00 2019 Legislative Session Recap

In this session, we will review finance-related legislation from the 2019 session and how it may affect your municipality.

Karen Horn, Director, Public Policy and Advocacy, VLCT

9:30 Time for Your Fiscal Exam

There is both an art and a science to measuring a municipality's fiscal health. This session will focus on the available tools to determine the fiscal condition of your town or city and explore some of the research that tests the effectiveness of these tools to determine how you might make the best use of them.

B. Michael Gilbar, Chief Financial Officer, VLCT

10:35 Break

10:45 Using Internal Controls to Improve Accounting and Reporting

Having a well-planned system of internal controls is a best practice for reducing the chance of fraud and embezzlement. It can also reduce the chance of errors, which will result in more accurate financial reporting. In this session, we will review the basic concepts behind a system of internal controls as well as the internal controls checklist and guidance developed by VLCT.

Bill Hall, Senior Financial Consultant, VLCT Municipal Assistance Center

12:00 Lunch (provided)

1:00 Banking, Cash Management and Investing

This presentation will provide a general overview of banking, cash management, and investment concepts as they relate to the work of municipalities and government entities.

Beth Pearce, Vermont State Treasurer

2:00 Break

2:10 Best Practices for Municipal Accounting and Auditing

During this session we will discuss how financial management best practices can be used by municipalities of any size. Our panelists will share their wealth of experience and knowledge of municipal accounting and auditing - from internal controls to financial policies and reporting - to help you put tools and resources presented today into practice.

Fred Duplessis, CPA, Sullivan Powers & Company

Bill Hall, Senior Financial Consultant, VLCT Municipal Assistance Center

B. Michael Gilbar, Chief Financial Officer, VLCT

Garrett Baxter, Senior Staff Attorney, VLCT Municipal Assistance Center

3:15 Complete Evaluations and Event Conclusion



November 19, 2018

**TOWN OF THETFORD
ATTN PAYROLL/AP
PO BOX 126
THETFORD CTR VT 05075**

To: Payroll and/or Accounts Payable Administrator,

We will be conducting live seminars again this year for the year-end payroll/AP information. Last year we presented webinars and heard from many of you that you would like this particular seminar in live format. Please sign up for this seminar and send us the message that live is your preference.

We have a variety of topics to discuss this year. Cynthia and Ernie will take the morning session to review all of the W2 and 1099 preparation, printing and reporting requirements.

The afternoon session will include security related topics and the “**managed service provider**” (MSP) model of tech support. Brian Curtis, President of DominionTech Computer Services and Ernie Saunders (President of NEMRC) will also discuss why these two companies have become partners in providing these services to you.

Scott Malinowski, Applications Development Manager at NEMRC, will discuss changes made to these modules in the last year, why you should be moving to the NEMRC cloud based application and he will review the 1095C (Affordable Care Act Requirements) process.

The morning session will be conducted by:

- **Ernie Saunders, President of NEMRC**
- **Cynthia Stoddard, NEMRC Director of Support**

9:00am – 9:30am Registration with coffee/Danish
9:30 – 12noon Closing the calendar year ... producing W2's 1099's etc.

12noon – 12:45pm Lunch

The afternoon session will be conducted by:

- **Brian Curtis, President of DominionTech Computer Services**
- **Ernie Saunders, President of NEMRC**
- **Scott Malinowski, NEMRC Application Development Manager**

12:45pm – 3:30pm Afternoon session

Seminar concludes at 3:30pm

P.O. Box 2020

Georgia, VT 05468-2020

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Town of Thetford Vermont

3910 Vermont Route 113 • P.O. Box 126 • Thetford Center, VT 05075
802-785-2922 • thetfordvermont.us

June 17, 2020

To: Vermont Municipal Clerks' and Treasurers' Association (VMCTA)
Re: Sponsorship letter for Tracy Borst's application for Municipal Treasurer certification

To whom it may concern,

I offer this Sponsorship letter for Tracy Borst, the municipal Treasurer of the Town of Thetford. I have been serving in the role of Thetford Selectboard Chair since January, and was handed an incomplete Town budget near the end of budget season. Tracy went above and beyond in her role as Thetford's Treasurer to answer my questions about Town finances. Her assistance was critical in developing an accurate and reasonable Town budget. More recently, she has worked gracefully with the Selectboard to ensure that Town operations continued during the COVID-19 state of emergency, including developing a system for managing warrants during the closure of Town Hall to the public.

Respectfully,

A handwritten signature in cursive script that reads "Nick Clark".

Nick Clark
Thetford Selectboard Chair