

# Doing Business in the



# *Northeast Kingdom*

A comprehensive guide to  
services and resources in  
Northeastern Vermont

**St. Johnsbury:**

P.O. Box 630  
St. Johnsbury, VT 05819  
802-748-5181 • 902-748-1223 (fax)

**Newport:**

55 Seymour Lane, Suite 3  
Newport, VT 05855  
802-334-5861 • 802-334-5862 (fax)

[www.nvda.net](http://www.nvda.net)



**NVDA**  
*Northeastern Vermont  
Development Association*

# DOING BUSINESS IN THE NORTHEAST KINGDOM

## Table of Contents

<b>Technical Assistance Connections</b>	
Small Business Administration (SBA)	1
Small Business Development Center (SBDC)	1
Vermont Manufacturing Extension Center (VMEC)	1
Micro Business Development Program (MBDP)	2
Northeast Employment & Training Organization (NETO)	2
World Trade Office	2
US Customs Service	3
US Department of Justice, Immigration & Naturalization Service	3
<b>Finance Connections</b>	
Vermont Economic Development Authority	4
Small Business Administration (SBA)	4
Historic Preservation Tax Credit	5
Vermont Community Development Program (VCDP)	5
Regional/Local Revolving Loan Funds	5
USDA Rural Development	6
Sale of Securities	7
Vermont Venture Capital Fund, L.P.	7
Vermont Economic Progress Council (VEPC)	7
<b>Promotional Connections</b>	
Market Vermont Program	8
Agricultural Marketing	8
Signs	8
<b>Registration &amp; Licensing</b>	
Business Registrations	9
Agricultural Permits	9
<b>Permits &amp; Regulations</b>	
Highway Access Permits	10
Manufacturer's Ombudsman Permit Program	10
Case Managers	10
Regional Environmental Office	10
Air Pollution Control	11
Hazardous Material Management	11
Discharge Permits	11
Water Quality, Wetlands	11
Public Buildings	12

Health Related Licenses and Permits	12
Town/City Clerks	12
<b>Workforce Connections</b>	
Department of Employment & Training	14
Worker's Compensation, Minimum Wage, Child Labor Laws	14
Occupational Safety	14
Occupational Health	15
Reach Up Program	15
<b>Tax Connections</b>	
Business Taxes	16
Unemployment Taxes	16
Federl ID Numbers and Taxes	16
<b>Training Connections</b>	
Vermont Training Program	17
Apprenticeships	17
Federal Job Training	17
Workplace Literacy, Youth Apprenticeship	17
Northeast Kingdom Learning Services (NEKLS)	18
Northeast Kingdom Workforce Investment Board (WIB)	18
Technical Center Adult Education Program	19
<b>Utility Connections</b>	
Power Planning	20
Utility Regulations	20
Efficiency Vermont	20
<b>Additional Resources</b>	22
<b>Odds &amp; Ends</b>	
Corporation	27
Limited Partnership	27
Sole Proprietorship	28
General Partnership	28
Cessation of Business	29
Process Agent, Non-Resident	29
Deceptively Similar Names	30
Reservation	30
Re-Registration	30
Insurance Requirements	30

# **TECHNICAL ASSISTANCE CONNECTIONS**

## **SMALL BUSINESS ADMINISTRATION (SBA)**

In addition to their financing programs, the SBA provides direct and indirect management assistance in many ways. Interested parties can access SBA's comprehensive web site at [www.sba.gov](http://www.sba.gov) or visit the Business Information Center located in the lobby of KeyBank, N.A. at 149 Bank Street in Burlington.

Through SCORE (Service Corps of Retired Executives), direct assistance is available from personnel with extensive business experience. SCORE also has a comprehensive web site at [www.score.org](http://www.score.org).

The SBA also manages the Small Business Institute (SBI) program which provides intensive management courses for students working under expert faculty guidance.

*Small Business Administration, PO Box 605, Montpelier VT 05602. 802-828-4422, 802-828-4485 (fax).*

## **SMALL BUSINESS DEVELOPMENT CENTER (SBDC)**

The SBDC provides free technical assistance to starting and growing small businesses. Operated through the Vermont State College System, SBDC links businesses with higher education, state and federal programs, as well as other businesses.

SBDC offers in-depth counseling assistance at no cost to ensure more successful start-ups of new enterprises and to strengthen existing firms. With access to a comprehensive resource and information library, the SBDC can provide business planning assistance, marketing help, referrals, and much more. In addition, SBDC periodically sponsors low cost seminars on a variety of topics.

*Small Business Development Center, PO Box 630, St Johnsbury VT 05819. 802-748-1014, 802-748-1223 (fax) OR PO Box 422, Randolph VT 05060. 1-800-464-SBDC. [www.vtsbdc.org](http://www.vtsbdc.org)*

## **VERMONT MANUFACTURING EXTENSION CENTER (VMEC)**

VMEC is an unbiased, not-for-profit center providing confidential assistance to Vermont's small and medium size manufacturers. Assistance is available in management, process/operations, HR and training, results, and information systems. Staff has experience with lean

manufacturing, ebusiness, strategic planning, industrial marketing, workforce solutions, quality, and environmental issues.

*Vermont Manufacturing Extension Center, c/o Vermont Technical College, PO Box 500, Randolph Center VT 05061. 802-728-1432 or 1-800-MEP-4MFG. Email, [vmec@vmec.org](mailto:vmec@vmec.org), Website: <http://www.vmec.org>*

## **MICRO BUSINESS DEVELOPMENT PROGRAM (MBDP)**

The MBDP is a free microenterprise development program of the Vermont Community Action Agencies. Since 1989, MBDP has helped over 4,000 low to moderate income Vermonters with plans to start or expand a small or micro business. Statewide, MBDP has launched or expanded over 6,000 Vermont businesses and, in the process, leveraged over \$5 million in financing. For over ten years, MBDP has helped low and moderate income Vermonters achieve self-sufficiency and turn their business dreams into reality.

*MBDP, 106 Cherry Street, St Johnsbury VT 05819. 802-748-6048, 802-748-0732 (fax) OR 70 Main Street, Newport VT 05855. 802-334-7316, 802-334-5249. Email, [mbdp@nekca.org](mailto:mbdp@nekca.org). NEKCA website: [www.nekca.org](http://www.nekca.org), MBDP website, [www.vtmicrobusiness.org](http://www.vtmicrobusiness.org)*

## **NORTHEAST EMPLOYMENT AND TRAINING ORGANIZATION (NETO)**

NETO administers the low income Vermont State Weatherization Program for the Northeast Kingdom. NETO also administers many other programs with electrical utilities throughout the state.

NETO also has a for-profit division, Home Energy Assistant Technologies, which administers contracts with electrical utilities and also contracts insulation work with people for weatherization activities that are not low income.

*NETO, PO Box 186, St Johnsbury VT 05819. 802-748-8935, 802-748-8936 (fax) OR NETO, PO Box 584, Newport VT 05855. 802-334-7378, 802-334-8148 (fax). Email, [neto@sover.net](mailto:neto@sover.net). Website, <http://www.VT-neto.org>.*

## **WORLD TRADE OFFICE**

The Vermont World Trade Office assists Vermont businesses wishing to export their products and services, to expand by developing sales in new markets, and by encouraging suitable foreign companies to establish operations with the state. The program promotes economic expansion

and the creation of jobs and encourages Vermont companies to participate in the growing world marketplace.

*World Trade Office, 60 Main Street, Suite 102, Burlington VT 05401. 802-865-0698.*  
<http://www.thinkvermont.com>.

## ***US CUSTOMS SERVICE***

Information is available on the Free Trade Agreement.

*US Customs Service, District Headquarters, South Main Street, St Albans VT 05478.*  
802-524-2700 OR 802-873-3316. <http://uscis.gov>.

## ***US DEPARTMENT OF JUSTICE, IMMIGRATION AND NATURALIZATION SERVICE***

Under the Free Trade Agreement between Canada and the US, some special visa agreements have been established. For further information, contact the nearest American Consulate or your local US Immigration Service Office.

There is also available special immigration status for investors from other countries, depending on amount and area of investment.

Immigration regulations are determined and administered by the Federal Government. Northeastern Vermont Development Association (NVDA) will assist companies coming to Vermont.

The visa process does take time and planning ahead is advised.

*US Department of Justice, Immigration and Naturalization Service, Federal Building, PO Box 328, St Albans VT 05478. 802-931-6658.* <http://www.uscis.gov>.

\

# **FINANCE CONNECTIONS**

## **VERMONT ECONOMIC DEVELOPMENT AUTHORITY (VEDA)**

Vermont offers a range of financing options to help you succeed. VEDA provides low interest loans, mortgage insurance, revenue bonds, and a loss reserve fund to encourage small business loans by participating banks.

VEDA provides low-cost capital for owners/operators of the following types of eligible facilities: manufacturing, processing, assembling, warehousing, research and development (including research and development of computer software and telecommunications equipment), information and data processing, national or regional headquarters of a multi-state operations, pollution control, quarrying, mining, agriculture, and travel and tourism. VEDA offers:

- Direct loans
- Industrial revenue bonds
- Mortgage insurance
- Rural economic activity loans
- Financial access fund
- Debt stabilization, agricultural finance and agricultural facility loans
- Export financing
- Job start loans
- Small business loans

*Vermont Economic Development Authority, 58 East State Street, Montpelier VT 05602. 802-223-7226. <http://www.thinkvermont.com/financing/veda/cfm>*

## **SMALL BUSINESS ADMINISTRATION (SBA)**

SBA is federally administered and offers a variety of programs for small businesses. Small businesses are generally companies of a certain employment size, for example: manufacturing companies of 500 employees or less; wholesale companies of 100 employees or less; and retail and service companies with \$5 million in sales or less. Consult the SBA office for exceptions to these standards.

The following programs are administered by the SBA office in Montpelier. Many of these programs can be blended with VEDA and other financing programs:

- Direct loans through the sale of debentures (SBA 504)

SBA 7A guarantee  
Export working capital program  
Contract loan program  
Seasonal line of credit

*Small Business Administration, PO Box 605, Montpelier VT 05601. 802-828-4422, 802-828-4485 (fax). Website: [www.sba.gov](http://www.sba.gov).*

## **HISTORIC PRESERVATION TAX CREDIT**

A federal income tax credit is available for 20% of the costs of rehabilitating income-producing historic buildings. The credit is available to building owners, long-term lessees, and those participating in a syndicated rehabilitation project. The amount spent on a rehabilitation must exceed the adjusted basis of the building. Over 7,500 buildings in downtowns and villages throughout Vermont are prequalified for the credit, and many more buildings can qualify. There are also additional tax credits under the Designated Downtown program. These include a 50% credit for elevators, lifts and sprinkler systems and a 25% Vermont Income Tax credit.

*Rehabilitation Investment Tax Credit Program, Division of Historic Preservation, National Life Office Building, Drawer 20, Montpelier, VT 05620. 802-828-3226. <http://www.historicvermont.org> A listing of Designated Downtowns is available at [www.dhca.state.vt.us](http://www.dhca.state.vt.us).*

## **VERMONT COMMUNITY DEVELOPMENT PROGRAM (VCDP)**

The VCDP provides grant funds to municipal governments for the purpose of identifying and addressing community needs in four program areas, especially the needs of lower income residents: economic development, housing, public facilities, and public services. There are two types of VCDP grants. Planning grants are available to assist municipalities plan and/or design the implementation of projects in one of the four program areas. Implementation grants provide funding for a municipality to carry out specific projects in one or more of the four program areas.

VCDP funds can be used for a wide range of economic development activities such as loans to businesses for capital equipment or real property acquisition, or to assist in the construction of infrastructure improvements such as water and sewer lines. Prior to submission of an application, certain requirements must be met, including the submission of a letter of intent and a public hearing.

*Vermont Community Development Program, Department of Housing and Community Affairs, National Life Office Building, Drawer 20, Montpelier VT 05602. 802-828-3217.*

<http://www.financing/vcdp.cfm>

## **REGIONAL/LOCAL REVOLVING LOAN FUNDS**

Many local regional revolving loan funds exist in Vermont. These funds have been capitalized from a variety of sources, many with federal monies. The administration of these funds is generally a non-profit development corporation for the regional funds, while the local funds most often are overseen by the governing body with the help of a loan committee. The loan funds may be used in conjunction with the other sources to leverage additional monies or independently finance the project. Revolving loan funds in the Northeast Kingdom:

Economic Development Council of Northern Vermont: 802-524-4546 (service area – Caledonia, Essex, Franklin, Grand Isle, Lamoille and Orleans Counties)

Northeastern Vermont Development Association: 802-748-5181 (service area Caledonia, Essex and Orleans Counties) [www.nvda.net](http://www.nvda.net)

Northern Community Investment Corporation: 802-748-5101 (service area Caledonia, Essex and Orleans Counties)

Local revolving loan funds in the Northeast Kingdom:

Barton (802-525-6222); Canaan (802-266-3370); Hardwick (802-472-6120); Newport (802-334-5136); and St. Johnsbury/Lyndon (802-748-1265).

## **USDA RURAL DEVELOPMENT**

Formerly the Farmers Home Administration, RD provides guarantees of loans up to \$10 million. Through a network of intermediary lenders, RD also makes loan capital to small and growing businesses.

USDA'S Business and Industry Loan Program: Interest rates and terms are negotiated with the lending institution. RD's program is designed to pick up where the SBA guarantee leaves off, providing larger guarantee capacity.

Intermediary Relending Program: Interest rates and terms are negotiated with the intermediary lender based on its lending plan. Some intermediaries such as Vermont Economic Development Authority (VEDA)

and Vermont Community Enterprise Fund (VCEF) operate statewide; others serve a particular region.

*USDA Rural Development, 89 Main Street, 3<sup>rd</sup> Floor, Montpelier VT 05602. 802-828-6030. Website: <http://www.rurdev.usda.gov/vt/>*

## **SALE OF SECURITIES**

Businesses interested in raising equity capital through the sale of securities should contact the Department of Banking, Insurance, Securities & Health Care Administration to obtain information on exemptions and state and federal laws. They publish *A Guide to Registering Small Securities Offerings in Vermont*.

*Vermont Department of Banking, Insurance, Securities & Health Care Administration,, Securities Division, 89 Main Street, Montpelier VT 05820-3101. 802-828-3420. <http://www.bishca.state.vt.us/>*

## **THE VERMONT VENTURE CAPITAL FUND, L.P.**

The Vermont Venture Capital Fund is managed by North Atlantic Venture Capital Corporation which, through affiliate funds, has venture capital under management. Stimulated by state legislation, the fund is a private enterprise that seeks to invest in high quality opportunities that have outgrown seed capital resources and are either not ready for or have exceeded the limits of commercial bank lending resources. Investments are made based on estimated return on investment.

*The Vermont Venture Capital Fund, L.P., 76 St Paul Street, Burlington VT 05401. 802-658-7840.*

*Green Mountain Capital, L.P., RD#1, Box 1503, Waterbury VT 05676. 802-244-8981.*

## **VERMONT ECONOMIC PROGRESS COUNCIL**

VEPC is a program with a package of income tax and property based incentives designed to achieve three goals: create quality jobs; close the wage gap between Vermont and the national average; and maintain an enhance Vermont's quality of life. VEPC has also been given the responsibility of implementing and administering the tax incentive program.

*Vermont Economic Progress Council, National Life Building, Drawer 20, Montpelier, VT 05620-0501, 802-828-5256. <http://www.thinkvermont.com/vepc/direct.cfm>*

# PROMOTIONAL CONNECTIONS

## **MARKET VERMONT PROGRAM**

The Market Vermont Program is a statewide marketing program for Vermont producers and state agencies. The program builds on Vermont's reputation for outstanding quality of life, environmental standards, and product excellence to promote its products under the logo *Vermont Makes It Special*.

Market Vermont has developed several collateral pieces to better promote Vermont products and services at the point of sale and with other marketing materials. All materials use the *Vermont Makes It Special* logo and many include the four color barn print to create an appealing and attractive presentation.

*Department of Economic Development, National Life Office Building, Drawer 20, Montpelier VT 05620. 802-828-3221. <http://www.thinkvermont.com>*

## **AGRICULTURAL MARKETING**

The Department of Agriculture, Development Division, provides resources for the promotion of various agricultural products and works with commodity groups to improve market opportunities. Marketing representatives on staff help with promotion, marketing, packaging, support, publications, etc.

*Department of Agriculture, Development Division, 116 State Street, Drawer 20, Montpelier VT 05620-2901. 802-828-2416. [http://www.thinkvermont.com/economic/vt\\_industry.cfm](http://www.thinkvermont.com/economic/vt_industry.cfm)*

## **SIGNS**

Each municipality in Vermont has sign regulations. You should check with the town/city clerk or zoning administrator regarding regulations for the municipality where your business will be located. An Official Business Directional Sign can be ordered through the Travel Information Council.

*Vermont Agency of Transportation, Maintenance Division, National Life Office Building, Drawer 20, Montpelier VT 05633-5001. 802-828-2651. <http://www.aot.state.vt.us/htm>*

# REGISTRATION & LICENSING

## **BUSINESS REGISTRATIONS**

The Corporate Division of the Secretary of State's Office provides the following services:

- Administration of Uniform Commercial Code
- Registration of limited partnerships, business names, trading stamp companies, and trademarks
- Issues certificates of incorporation for domestic corporations
- Qualifies foreign corporations

*Secretary of State, Corporate Division, 81 River Street, Drawer 9, Montpelier VT 05609-1101. 802-828-2386. <http://www.thinkvermont.com/registration/index.cfm>*

## **AGRICULTURAL PERMITS**

The Agency of Agriculture, Food & Markets is responsible for issuing licenses, certifications and standards connected with agricultural products, pesticides, greenhouses and nurseries, grades and standards, weights and measures, and labeling.

*Agency of Agriculture, Food & Markets, 116 State Street, Drawer 20, Montpelier VT 0620-2901. 802-828-2500. <http://www.vermontagriculture.com/>*

# PERMITS & REGULATIONS

## **HIGHWAY ACCESS PERMITS**

An Agency of Transportation permit must be obtained for any installation and/or construction proposed within the rights-of-way of the state highway system, i.e. access, landscaping, utilities, etc.

*Agency of Transportation, National Life Office Building, Drawer 33, Montpelier VT 05633-5001. 802-828-2653. <http://www.aot.state.vt.us/htm>*

## **MANUFACTURER'S OMBUDSMAN PERMIT PROGRAM**

The Ombudsman Permit Program of the Department of Economic Development can help identify and facilitate the resolution of conflicts regarding requirements or procedures across various programs and permitting agencies.

Vermont has a reputation for environmental laws that help preserve Vermont's environment and culture and ensure that the state grows in a beneficial way. Vermont state government is eager to help business expansion that exemplifies Vermont's commitment to quality.

*Department of Economic Development, National Life Office Building, Drawer 20, Montpelier VT 05620. 802-828-3221. <http://www.thinkvermont.com/>*

## **CASE MANAGERS**

Larger projects may merit special assistance from the Agency of Natural Resources. When multiple permits are required, the agency will consider using a case manager approach to track the status of applications and to provide developers early help in identifying potential delays.

*Agency of Natural Resources, 103 South Main Street, Waterbury VT 05671-0601. 802-241-3620. <http://www.anr.state.vt.us/>*

## **REGIONAL ENVIRONMENTAL OFFICE**

Many development projects need an Act 250 permit. Act 250, Vermont's comprehensive development law, is managed by the State Environmental Board through Regional Development offices. An application is reviewed by one of nine District Environmental Commissions composed of citizens who review development proposals against ten criteria.

These criteria include environmental issues (air and quality, waste water and storm water disposal, soil erosion, wetlands, and wildlife habitats), and consideration of historic sites, prime agriculture soils, transportation, and local/regional capacity.

Five District Environmental offices also review and process land use applications covering subdivision, water and waste water, and mobile home parks. Permit specialists are available to assist people through the permit process.

*District 7 (Orleans, Essex and Caledonia Counties), 1229 Portland St, S-201, St Johnsbury VT 05819-2099, 802-751-0130 <http://www.anr.state.vt.us/>*

## **AIR POLLUTION CONTROL**

The Air Pollution Control Division issues permits for sources of air pollution in Vermont.

*Department of Environmental Conservation, Air Pollution Division, 103 South Main Street, Waterbury VT 05671. 802-241-3840. <http://www.anr.state.vt.us/>*

## **HAZARDOUS MATERIAL MANAGEMENT**

The Waste Management Division manages the state's hazardous waste program, including issuance of permits and certifications for the transport, storage, treatment, and disposal of hazardous waste, including permitting existing and new underground storage tanks.

*Department of Environmental Conservation, Waste Management Division, 103 South Main Street, Waterbury VT 05671. 802-241-3888. <http://www.anr.state.vt.us/>*

## **DISCHARGE PERMITS**

The Wastewater Management Division issues permits involving direct and indirect discharges to state waters. Indirect discharge permits are required for land-based sewage treatment systems with flows greater than 6,500 gallons per day.

*Department of Environmental Conservation, Permits-Wastewater Management, 103 South Main Street, Waterbury VT 05671. 802-241-3822. <http://www.anr.state.vt.us/>*

## **WATER QUALITY, WETLANDS**

The Water Quality Division administers programs such as water quality certificates, wasteload allocation, lakes and ponds encroachment, hydroelectric projects reviews, and wetlands protection.

*Department of Environmental Conservation, Water Quality Division, 103 South Main Street, Waterbury VT 05671. 802-241-3770. <http://www.anr.state.vt.us/>*

## **PUBLIC BUILDINGS**

The Fire Prevention Division of the Department of Labor and Industry reviews all construction or change in use of public buildings for compliance with fire prevention regulations, state building codes and handicapped access. This division is also responsible for electrical inspections (See also water and wastewater review of public buildings by the Regional Environmental Office.)

*Department of Labor and Industry, Fire Prevention Division, National Life Office Building, Drawer 20, Montpelier VT 05620-3401. 802-828-2106. <http://www.state.vt.us/labind/>*

## **HEALTH RELATED LICENSES AND PERMITS**

The Department of Health provides licenses or permits for food and lodging, bakeries, nursing homes, brands and labels, and serving milk.

*Department of Health, 108 Cherry Street, PO Box 70, Burlington VT 05402. 802-863-7200 or 1-800-464-4343. <http://www.healthyvermonters.info/>*

## **TOWN/CITY CLERKS**

Contact your local officials to apply for zoning approval, building permits, etc.

Albany – 802-755-6100 [albany@pop.state.vt.us](mailto:albany@pop.state.vt.us)  
Barnet – 802-633-2256 [barnet@charterinternet.com](mailto:barnet@charterinternet.com)  
Barton – 525-6222 [barton@tax.state.vt.us](mailto:barton@tax.state.vt.us)  
Bloomfield – 802-962-5191  
Brighton (Island Pond) – 723-4405  
Brownington – 802-754-8401 [brownington@surfglobal.net](mailto:brownington@surfglobal.net)  
Burke – 802-467-3717 [burke@kingcon.com](mailto:burke@kingcon.com)  
Canaan – 802-266-3370 [canaan@sover.net](mailto:canaan@sover.net)  
Charleston – 802-895-2814 [charleston@surfglobal.net](mailto:charleston@surfglobal.net)  
Coventry – 802-754-2288 [covtc@sover.net](mailto:covtc@sover.net)  
Concord - 802-695-2220 [conclerk@kingcon.com](mailto:conclerk@kingcon.com)  
Craftsbury – 802-586-2863 [fevt@kingcon.com](mailto:fevt@kingcon.com)

Danville – 802-684-3352  
Derby – 802-766-4906 [derbytc@sover.net](mailto:derbytc@sover.net)  
East Haven - 802-467-3772  
Glover – 802-525-6227 [glovertc@adelphia.net](mailto:glovertc@adelphia.net)  
Granby - 802-328-3611 [granby@sover.net](mailto:granby@sover.net)  
Greensboro – 802-533-2911 [brideyvt@yahoo.com](mailto:brideyvt@yahoo.com)  
Groton – 802-584-3276 [grotontc@kingcon.com](mailto:grotontc@kingcon.com)  
Guildhall - 802-676-3797 [townofgh@kingcon.com](mailto:townofgh@kingcon.com)  
Hardwick – 802-472-5971 [hardwicktc@vtlink.net](mailto:hardwicktc@vtlink.net)  
Holland – 802-895-4440 [holland@vtlink.net](mailto:holland@vtlink.net)  
Irasburg – 802-754-2242 [irasburg@tax.state.vt.us](mailto:irasburg@tax.state.vt.us)  
Jay – 802-988-2996/4068  
Kirby - 802-626-9386 [kirby@tax.state.vt.us](mailto:kirby@tax.state.vt.us)  
Lemington - 802-277-4814 [lemington@tax.state.vt.us](mailto:lemington@tax.state.vt.us)  
Lowell – 802-744-6559 [lowell@tax.state.vt.us](mailto:lowell@tax.state.vt.us)  
Lunenburg – 802-892-5929  
Lyndon – 802-626-5785 [ltc@kingcon.com](mailto:ltc@kingcon.com)  
Maidstone – 802-676-3210 [maidstone@tax.state.vt.us](mailto:maidstone@tax.state.vt.us)  
Morgan – 802-895-2927  
Newark - 802-467-3336  
Newport City – 802-334-2112 [cityclerk@newportvermont.org](mailto:cityclerk@newportvermont.org)  
Newport Town – 802-334-6442  
Norton – 802-822-5513 [norton@tax.state.vt.us](mailto:norton@tax.state.vt.us)  
Orleans – 802-754-8584  
Peacham – 802-592-3218 [townclerk@peacham.net](mailto:townclerk@peacham.net)  
Ryegate - 802-584-3880 [ryegate@tax.state.vt.us](mailto:ryegate@tax.state.vt.us)  
St Johnsbury – 802-748-4331 [sgrenier@town.st-johnsbury.vt.us](mailto:sgrenier@town.st-johnsbury.vt.us)  
Sheffield - 802-626-8862  
Stannard – 802-533-2577  
Sutton - 802-467-3377  
Troy – 902-988-2663 [troytown@sover.net](mailto:troytown@sover.net)  
Victory – 802-328-2400/3907  
Walden - 802-563-2220 [waldentc@vtlink.net](mailto:waldentc@vtlink.net)  
Waterford – 802-748-2112 [waterford@tax.state.vt.us](mailto:waterford@tax.state.vt.us)  
Westfield - 802-744-2484  
Westmore – 802-525-3007  
Wheelock - 802-626-9092

# WORKFORCE CONNECTIONS

## **DEPARTMENT OF EMPLOYMENT & TRAINING**

DET will post your job vacancies, match your needs against the experience and training of applicants, advertise your openings on DET's electronic bulletin board and the world wide net.

As an independent broker, DET will connect businesses with colleges, technical schools and other state agencies.

DET will also provide businesses with the latest information on trends in the labor market.

*Department of Employment & Training, PO Box 665, Newport VT 05855. 802-334-6545.*

*Department of Employment & Training, PO Box 129, St Johnsbury VT 05819. 802-748-3177*

<http://www.det.state.vt.us>

## **WORKER'S COMPENSATION, MINIMUM WAGE & CHILD LABOR LAWS**

The Department of Labor and Industry administers worker's compensation, minimum wage, wage and hour, and child labor laws. Worker's compensation is required even for businesses with one employee.

*Department of Labor & Industry, National Life Building, Drawer 20, Montpelier VT 05620-3401. 802-828-2157.*

*Worker's Compensation, 802-828-2286.*

<http://www.state.vt.us/labind/>

## **OCCUPATIONAL SAFETY**

Vermont administers its own OSHA program to ensure safe employee working conditions. In addition, a voluntary inspection service is available at no cost to identify potential workplace hazards.

*Department of Labor & Industry, National Life Office Building, Drawer 20, Montpelier VT 05620-3401. 802-828-2765. <http://www.state.vt.us/labind/>*

## **OCCUPATIONAL HEALTH**

Small businesses can obtain free consultations with regard to chemical hazards in the workplace as well as noise.

*Department of Health, Occupational and Radiological Health Division, PO Box 70, Burlington VT 05402. 802-865-7730. <http://www.healthyvermonters.inco/>*

## **REACH UP PROGRAM**

The Reach Up program is the State's welfare to work program which helps welfare recipients with education, vocational training, and job placement. There are incentives that Reach Up can offer to compensate in the hiring of welfare recipients.

*Department of Prevention, Assistance, Transition & Health Access, 103 South Main Street, Waterbury VT 05676. 802-241-2800. <http://www.dpath.state.vt.us>*

# TAX CONNECTIONS

## **BUSINESS TAXES**

The Department of Taxes is responsible for personal income tax, corporate tax, withholding tax, state sales tax, and meals and rooms tax. Staff is available to assist you in identifying applicable taxes and tax credits including the Research and Development Tax Credit.

The department is also responsible for assigning ID numbers for withholding and sales tax.

*Department of Taxes, 109 State Street, Montpelier VT 05609-1401. 802-828-2501. <http://www.state.vt.us/tax/>*

## **UNEMPLOYMENT TAXES**

The Unemployment Tax Division of the Department of Employment & Training administers the state unemployment taxes. All employers are required to pay state unemployment tax if at least one worker is employed some part of a day in each of 20 different weeks in a calendar year, or wages of at least \$1,500. are paid during a calendar quarter.

ID numbers are assigned to employers by the Department.

*Department of Employment & Training, Unemployment Tax Division, 5 Green Mountain Drive, Box 488, Montpelier VT 05601-0488. 802-828-4253. <http://www.det.state.vt.us/>*

## **FEDERAL ID NUMBERS AND TAXES**

The IRS has application forms for a federal employer's identification number and federal taxes. Information regarding social security taxes is included with the forms.

*Information, 1-800-829-1040. Forms, 1-800-829-3676. Forms are also available at the IRS Development Center, Lakemont Road, Newport VT 05855. <http://www.irs.gov/>*

# TRAINING CONNECTIONS

## **VERMONT TRAINING PROGRAM**

The VTP promotes industrial expansion and encourages the creation of jobs in manufacturing by providing training for new and existing businesses. Individually designed programs may include on-the-job, classroom, skill upgrade, or other specialized training options and any industrial facility is eligible to take advantage of them.

*Department of Economic Development, National Life Office Building, Drawer 20, Montpelier VT 05620. 802-828-3221. <http://www.thinkvermont.com/>*

## **APPRENTICESHIPS**

The Division of Apprenticeship of the Department of Labor & Industry registers skilled trades workers in state-approved, supervised and structured training programs in an effort to encourage greater earnings potential and increased job security through on-the-job training and related instruction.

The division functions as the state approving agency for eligible veterans in training that they may draw on the GI Bill benefits.

*Department of Labor & Industry, Division of Apprenticeship, National Life Office Building, Drawer 20, Montpelier VT 05620-3401. 802-828-2157. <http://www.state.vt.us/labind/>*

## **FEDERAL JOB TRAINING**

DET also provides training and training assistance for employers and employees. Federal Job Training Partnership Act (JTPA) funds can be used for customized classroom training, on-the-job and coordination of other state training resources.

*Department of Employment & Training, PO Box 665, Newport VT 05855. 802-334-6545.*

*Department of Employment & Training, PO Box 129, St Johnsbury VT 05819. 802-748-3177.*

<http://www.det.state.vt.us/>

## **WORKPLACE LITERACY, YOUTH APPRENTICESHIP**

DET has programs to provide businesses with the opportunity to update basic skills of their workforce and to enable vocational/technical students the opportunity to gain actual work experience.

*Department of Education, 120 State Street, Montpelier VT 05602-2501. 802-828-3131.*

## **NORTHEAST KINGDOM LEARNING SERVICES (NEKLS)**

NEKLS is a local, non-profit organization which provides the people, towns, businesses and organizations of the Northeast Kingdom with a comprehensive array of high quality educational, administrative and consultative services.

NEKLS offers basic education, GED, workplace education and English as a second language services to adults as well as individual and program educational services to youths needing non-traditional instruction. NEKLS also offers grant administration services to towns, community groups and organizations. For local businesses, NEKLS offers assessments, consultation, brokerage and worksite or offsite custom designed or general educational programming for employers and employees.

*Northeast Kingdom Learning Services, 1 Main Street, Newport VT 05855. 802-334-2839/766-4757. TTY 802-334-2839.*

*Northeast Kingdom Learning Services, 65 Railroad Street, St Johnsbury VT 05819. 802-748-5624.*

## **NORTHEAST KINGDOM WORKFORCE INVESTMENT BOARD (NEKWIB)**

NEKWIB is one of twelve regional “WIB’s” in Vermont. The NEKWIB, one of the first WIB’s recognized by the Human Resources Investment Council (HRIC), serves the three counties of the Northeast Kingdom. The NEKWIB has responsibility to coordinate workforce education and training services, perform periodic regional needs assessments for regional workforce development, encourage partnership with businesses and education and training resources, coordinate welfare to work initiatives, as well as other responsibilities such as communicating with the HRIC and other state agencies. Businesses in need of workforce education and training as well as individuals seeking occupational skills education and training may contact the WIB through the following agencies:

*Department of Employment & Training, PO Box 665, Newport VT 05855. 802-334-6545.*

*Department of Employment & Training, PO Box 129, St Johnsbury VT 05819. 802-748-3177.*

## ***TECHNICAL CENTER ADULT EDUCATION PROGRAM***

The Northeast Kingdom has three Technical Center Adult Education Programs. In the Newport area, the program is based at the North Country Career Center, In Lyndon at the Lyndon Institute Technical Center, and in St Johnsbury in the Applied Technology Center at St Johnsbury Academy.

Each of the Adult Education Programs offers adults the opportunity to enroll in the regular secondary courses available to traditional age high school students as well as evening classes in a variety of subject areas to serve individuals and business workforce training needs. Additionally, the Technical Center Adult Education Coordinators work with business owners and managers to develop and conduct education and training programs which are tailored to meet their specific personnel development needs.

*North Country Career Center, Adult Services Department, Room 370, PO Box 725, Newport VT 05855. 802-334-7140/5469.*

*Lyndon Institute Technical Center, PO Box 127, Lyndon Center, VT 05850. 802-626-1109.*

*St Johnsbury Academy, 1000 Main Street, St Johnsbury VT 05819. 802-751-2011; Adult Education, 802-748-1637.*

# UTILITY CONNECTIONS

## **POWER PLANNING**

The Department of Public Service, which includes the Department of Public Advocacy, Utility Planning, Economic, Engineering, Consumer Affairs, and the Conservation and Renewable Energy Unit, provides power planning for the state.

*Department of Public Service, 112 State Street, Montpelier VT 05620-2601. 802-828-2811. <http://www.state.vt.us/psd/>*

## **UTILITY REGULATIONS**

The Public Service Board regulates and supervises the following utilities: electricity, CATV, telephone, telegraph, pipeline gas, and private water companies operating within the State of Vermont.

The Board also regulates the sale of electricity of small power producers to Vermont electric utilities. Quasi-judicial hearings are held and investigations are conducted on matters relating to rates, financing, service territories, consumer problems, and rule making.

*Public Service Board, 112 State Street, Drawer 20, Montpelier VT 05620-2701. 802-828-2358. <http://www.state.vt.us/psd/>*

## **EFFICIENCY VERMONT**

Efficiency Vermont assists customers and strengthens Vermont/s economy as a whole. Because Efficiency Vermont partners with people and organizations to cut their electricity use and costs, less money leaves Vermont to purchase electricity that is generated out of state. The net result is that more money stays in Vermont, strengthening the local economy. Efficiency Vermont's efforts also help protect the environment by reducing pollution from electricity production. These measures include:

- Lighting
- Refrigeration
- Cooking and laundry
- Air conditioning
- Ventilation
- Switching space heat fuels
- Switching hot water fuels
- Motors

- Design assistance
- Water conservation
- Transformers
- LED exit lights
- LED traffic lights

*Efficiency Vermont, 255 South Champlain Street, S-1, Burlington, VT 05401-4894, 1-888-921-5990 <http://www.encyvermont.com>*

# ADDITIONAL RESOURCES

<b>ACCOUNTANTS</b>	Vermont Society of Certified Public Accountants 3 Parksdale Drive Montpelier VT 05602 802-229-4939
<b>ATTORNEYS</b>	Lawyer Referral Service Box 100 Montpelier VT 05602 1-800-642-3153  Vermont Bar Association PO Box 200 Springfield VT 05156 802-885-5131
<b>BANKERS</b>	Vermont Banker's Association, Inc. 29 Main Street Montpelier VT 05602 802-229-0341
<b>CENSUS/STATISTICS</b>	Bureau of the Census, Data User Service Division US Department of Commerce Washington DC 20233 301-763-4100
<b>COMMUNITY ACTION</b>	Northeast Kingdom Community Action PO Box 346 Newport VT 05855 802-334-7316 1-800-639-4065
<b>COPYRIGHT</b>	Register of Copyrights, Information Section, LM-401 Library of Congress Washington DC 20599 202-479-0700 (information) 202-707-6850 (forms and circulars hotline)
<b>ENERGY RELATED INVENTION PROGRAM</b>	Office of Energy Related Invention National Institute of Standards & Technology US Department of Commerce Building 411 Gaithersburg MD 20899 301-975-5500
<b>FEDERAL ASSISTANCE</b>	National Technical Information Service (NTIS) US Department of Commerce 5285 Port Royal Road Springfield VA 22161 703-487-4650

Federal Information Center  
10 Causeway Street, Room 910  
Boston MA 02222  
617-565-8121

**FEDERAL PURCHASING**

GSA Business Service Center  
O'Neill Federal Building, Lobby  
10 Causeway Street  
Boston MA 02222  
617-565-8100

**FEDERAL REGULATIONS**

Federal Communications Commission  
NFPA Building  
Batterymarch Park  
Quincy MA 02169  
617-770-4023

Food & Drug Administration  
Department of Health & Human Services  
Winston Prouty Federal Building  
Essex Junction VT 05452  
802-951-6240

Interstate Commerce Commission  
3535 Market Street  
Philadelphia PA 19104  
215-596-4040

Securities & Exchange Commission  
JW McCormick Building, Suite 700  
Boston MA 02109  
617-223-9900

Treasury Department  
Bureau of Alcohol, Tobacco & Firearms  
Tip O'Neill Building  
Boston MA 02222  
617-565-7073

**FEDERAL TAXES**

US Internal Revenue Service (IRS)  
Courthouse Plaza  
199 Main Street  
Burlington VT 05401

Information, problem resolution – 1-800-424-1040  
TTY for hearing impaired individuals 1-800-428-4732  
Forms 1-800-424-3676  
Automated refund information, recorded tax information, 1-800-544-4477

**FRANCHISING**

*Franchise Opportunities Handbook*  
Superintendent of Documents  
USD Government Printing Office  
Washington DC 20402  
202-783-3238

*Franchising Business Opp: US Federal Trade Commission  
Rules and Guides*  
Federal Trade Commission  
Bureau of Consumer Affairs  
10 Causeway Street  
Boston MA 02114  
617-565-7240

International Franchise Association  
1350 New York Avenue, NW Suite 900  
Washington DC 20005  
202-628-8000

American Franchise Association  
2730 Wilshire Boulevard, Suite 400  
Santa Monica CA 90403  
213-829-0841

**HOME-BASED BUSINESSES** *Mid-Vermont Home Business Directory*  
Ark-Mont, Inc.  
PO Box 101  
Bridport VT 05734  
802-758-2300

National Association of Home-Based Businesses  
PO Box 30220  
Baltimore MD 21270  
301-466-8070  
1-800-732-7327

**INCUBATOR BUILDINGS** National Business Incubator Association  
153 South Hanover Street  
Carlisle PA 17103  
717-249-4508

**INSURANCE AGENTS** Independent Insurance Agents of Vermont  
7-1/2 Bailey Avenue  
PO Box 1387  
Montpelier VT 05602  
802-229-5884

**INVENTORS** Vermont Inventors Association  
PO Box 3254  
Milton VT 05468  
802-893-1634

**MAIL ORDER**

Direct Marketing Association  
6 East 43<sup>rd</sup> Street  
New York NY 10017  
212-689-4977

VT/NH Marketing Group  
PO Box 220  
Essex VT 05451  
802-655-4440

Quill Corporation  
Business Library  
100 South Schelster Road  
Lincolnshire IL 60069  
312-634-4850

**MARKET RESEARCH/  
ADVERTISER**

The Vermont Ad Club  
PO Box 526  
Burlington VT 05402

**SMALL BUSINESS NETWORK** Small Business Network  
HCR 34, Box 50  
Montpelier VT 05602  
802-223-6777

**SPECIAL POPULATION  
TRAINING**

Vermont Associates for Training & Development  
PO Box 107  
St Albans VT 05478  
1-800-642-3307

Vermont Association of Business, Industry & Rehabilitation  
Champlain Mill #60  
Winooski VT 05404  
802-655-7215

**STATE PURCHASING**

General Services Department  
Division of Purchasing  
2 Gov Aiken Ave, D-33  
Montpelier VT 0-5633-5802  
802-828-2211

**SURETY BOND BROKERS**

Surety Association of America  
100 Wood Avenue South  
Iselin NJ 08830  
201-494-7600

National Association of Surety Bond Producers  
6931 Arlington Road, Suite 308  
Bethesda MD 20814  
301-986-4166

**TRADE ADJUSTMENT  
ASSISTANCE**

New England Trade Adjustment Assistance Center, Inc.  
120 Boylston Street  
Boston MA 02116  
617-542-23295

**TRADE COMMISSION**

Federal Trade Commission  
Bureau of Consumer Affairs  
10 Causeway Street  
Boston MA 02114  
617-565-7240

**TRADEMARK**

Patent and Trademark Office  
US Department of Commerce  
Washington DC 20231  
703-557-3158

**VENTURE CAPITAL  
NETWORKING**

Vermont Venture Network  
Merritt and Merritt  
112 Lake Street  
PO Box 5839  
Burlington VT 05402  
802-658-7830

**WORKER COOPERATIVES**

Industrial Cooperative Association  
58 Day Street, Suite 203  
Somerville MA 02144  
617-629-2700

# ODDS & ENDS

## **CORPORATION**

A corporation is by far the most complex of the business structures. As defined by Chief Justice Marshall in a famous decision in 1819, a corporation "is an artificial being, invisible, intangible, and existing only in contemplation of the law." In other words, a corporation is a distinct legal entity, separate from the individual who owns it.

### **Advantages**

Legal entity created by the state

Liability is limited to the amount of the investment

Easier to raise capital because ownership is readily transferable and many stockholders can participate

Perpetual existence and ability to hire people with varied professional skills

### **Disadvantages**

Extensive record keeping and revising

Closely regulated by state and federal governments

Double taxation on profits

Expensive to organize

### **Possible Tax Advantage**

A corporation is formed by the authority of the state government. Corporations which do business in more than one state must comply with the federal laws regarding interstate commerce and with the state laws which may vary considerably in each state in which they operate.

The procedure ordinarily required to form a corporation is 1) that subscriptions to capital stock must be taken and a tentative organization created, and 2) approval must be obtained from the Secretary of State in the state in which the corporation is formed. This approval is in the form of a charter for the corporation stating the powers and limitations of the particular enterprise.

## **LIMITED PARTNERSHIP**

Limited or special partnership: Assuming compliance with the statutory formalities, the limited partner risks only his/her agreed investment in the business. The limited partner is generally not subject to the same extent to the liabilities as a general partner, so long as he/she does not

participate in the management and control of the enterprise or in the conduct of its business.

### **Advantages**

Limited partners are liable only to the extent of their investment

Enables general partners to acquire additional capital.

Continuation of partnership entity on death of members may be written into contract

### **Disadvantages**

Usually one general partner has unlimited liability

Limited partners cannot participate in management and operation of the business.

Limited partnership agreement must be filed with state and the Registrar of Deeds

## ***SOLE PROPRIETORSHIP***

The sole proprietorship is usually defined as a business which is owned and operated by one person. To establish a sole proprietorship you need only obtain whatever licenses you need and begin operations. Hence, it is the most widespread form of small business organization.

### **Advantages**

Easiest to start

Fewer legal restrictions

Sole ownership of profits

Maximum authority over operations

Tax advantage to the owner in the form of business expenses

Most small businesses start out as a sole proprietorship and later select a form which fits the business as it grows and develops.

### **Disadvantages**

Personally liable for all business debts

Illness/death endangers the continuance of the business

Growth limited to personal and business affairs

## ***GENERAL PARTNERSHIP***

Some of the characteristics that distinguish a general partnership from other forms of business organization are the limited life of the partnership, unlimited liability of the partners, co-ownership of the assets, mutual agency, share in management, and share in partnership profits.

### **Advantages**

Ease of formation

Broader management base

Added source of capital

Profit or loss passed through partners, and affects personal income tax

Can establish fringe benefit programs for employee motivation or tax advantages

### **Disadvantages**

Personally liable for business debts

Illness/death, bankruptcy of one partner dissolves the partnership

Difficult to rid oneself of a bad partner

Divided authority, partner's decisions binding on the partnership

Difficulty in obtaining large sums of capital

Although no legal filings are required when forming a partnership, it is urged that the following be prepared and signed:

1. A buy-sell agreement
2. Articles of co-partnership (This document should clearly state duties, capital contributions, procedure for sharing profits/losses, withdrawals of assets permitted, withdrawal of partner procedure, and procedure for dissolving partnership.)

### ***CESSATION OF BUSINESS***

A cessation certificate must be filed with the Secretary of State's office if a business ceases operations, has a name change, or is transferred to another individual. There is a fee.

### ***PROCESS AGENT, NON-RESIDENT***

Non-residents doing business in Vermont must have an appointed Vermont individual or registered corporation to act as process agent. The process agent's responsibility is to forward legal papers which might be served on the company resulting from a liability incurred by the business in Vermont.

### ***DECEPTIVELY SIMILAR NAMES***

A name that is the same as, or deceptively similar, to any registered name will not be registered.

## ***RESERVATION***

A trade name can be reserved for a period of 120 days. There is a fee.

## ***RE-REGISTRATION***

Trade names must be re-registered every ten years, within 60 days of the anniversary date of the original registration or the last re-registration. The Secretary of State will prepare and mail notices. It is the business' responsibility to contact the Secretary of State with a change in mailing address. When re-registration is not accomplished as provided, a business name may be registered by the first applicant making application to the Secretary of State. There is a fee.

## ***INSURANCE REQUIREMENTS***

**Worker's Compensation:** All businesses employing one or more full- or part-time employees **must** have worker's compensation. This can be purchased through most insurance companies. Cost of worker's compensation insurance varies, depending on the degree or hazard attributed to the employee's job. Employer's self-insurance is allowed.

**Employee Insurance Packages and Benefits:** There are no minimum requirements mandated by law. It is recommended, however, that health and hospitalization insurance packages and a vacation plan be offered. The Vermont Department of Employment and Training can offer suggestions as to what may be suitable.

**Liability Insurance;** This is a very important item. An insurance agent will be able to answer any questions on liability insurance and can provide packages best suited to an individual business.