Witness Information

**DOCUMENT SUBMISSION POLICY:** This policy applies to documents provided by agency or other witnesses or members of the public to the Legislative Committee on Administrative Rules after a final proposed rule or emergency rule has been submitted. **When a rule is on the committee’s agenda, each such document, including handouts, written testimony, and written proposals for changes to the rule, must be submitted to Charlene Dindo (charlene@leg.state.vt.us) at least two business days before the meeting.** The submission should include 10 physical copies and one electronic copy of the document. **Documents not submitted to committee staff will not be considered.**

Please make sure to put a title, date, and your name on the top of each document submitted for testimony.

If you want copies made at the State House, there is a charge of $.10 per printed side. State employees can use transfer numbers to pay for copies made at the State House. Any document you hand out to the committees is by law available to the public.

**ATTENTION- With few exceptions, any documents a witness submits to a committee or to a committee assistant are open to the public.**

*In addition, a witness’ submission of a document authored by the witness or his or her organization constitutes consent to its posting on the committee’s webpage, unless the witness specifically requests that the document not be posted. Although the committee will honor requests not to post such documents on its webpage, once a witness submits a document to the committee, it is a public record and will be subject to public inspection and copying unless exempt under the Public Records Act.*

The committee’s information page is available at this url: [http://www.leg.state.vt.us/committees](http://www.leg.state.vt.us/committees)

The agenda for committees is updated continually. You can check the agenda at: [http://www.leg.state.vt.us](http://www.leg.state.vt.us)

**Equipment**

If you require any special equipment or resources for your testimony, please notify the committee assistant as soon as possible so that arrangements can be made.

**Phone testimony**
If you have been approved to testify by phone, please provide the committee assistant with a working phone number at least 24 hours before your scheduled testimony time. The committee assistant will test this phone number to ensure connectivity. The committee will call you when ready.

**Driving Directions**
115 State Street
Montpelier, VT 05641

<table>
<thead>
<tr>
<th>From I-89:</th>
<th>Take EXIT 8 toward US-2/MONTPELIER/ VT-12/ST. JOHNSBURY.</th>
<th>0.5 miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:</td>
<td>Merge onto MEMORIAL DR.</td>
<td>0.7 miles</td>
</tr>
<tr>
<td>2:</td>
<td>Turn LEFT onto US-2/BAILEY AVE</td>
<td>0.1 miles</td>
</tr>
<tr>
<td>3:</td>
<td>Turn RIGHT onto STATE ST/US-2 BR/THOEDORE ROOSEVELT HWY.</td>
<td>0.2 miles</td>
</tr>
<tr>
<td>4:</td>
<td>Vermont State House, 115 State Street (on left)</td>
<td>0.2 miles</td>
</tr>
</tbody>
</table>

Parking is challenging during the legislative session. You can park on Montpelier streets for up to 2 hours at parking spaces that require quarters, dimes, or nickels. There is a shuttle that runs from the parking lot in lower left-hand corner of the map above, and also from National Life. The shuttle is free; schedules for the two routes are available online: [http://gmtaride.org/wordpress/wp-content/uploads/capitalshuttle_october.pdf](http://gmtaride.org/wordpress/wp-content/uploads/capitalshuttle_october.pdf)
Floor 1 (Entrance Floor)

ROOM  
1  Senate Judiciary Committee  
2  Sergeant-At-Arms  
3  Senate Transportation Committee  
4  Senate Government Operations Committee  
5  Senate Appropriations Committee  
6  Senate Finance Committee  
7  Senate Institutions Committee  
8  Senate Natural Resources and Energy Committee  
9  Coatroom  
10 Small Hearing Room  
11 Large Hearing Room  
13 President *Pro Tempore* of the Senate  
14 Lt. Governor (President of the Senate)  
16 Lt. Governor’s Staff  
17 Senate Health and Welfare Committee  
24 Legislative Lounge (Old Supreme Court Chamber)  
25 Copy Center  
26 Senate Agriculture Committee  
27 Senate Economic Development, Housing, and General Affairs  
28 Senate Education Committee
29 Capitol Police
A Lobby
B Hall of Inscriptions (Lincoln Statue)
LC Legislative Council
T Public Telephones
M&W Rest Rooms
EL Elevator

Accessible Entrances

Floor 2

ROOM KEY
HOUSE House Chamber
SENATE Senate Chamber
  18 Secretary of the Senate
  19 Secretary of the Senate
  20 Senate Coatroom
  21 Governor's Staff
  22 Governor's Staff
  23 Governor's Office
  30 House Judiciary Committee
  31 House Agriculture and Forest Products Committee
  32 House Education Committee
  33 House Corrections and Institutions Committee
  34 House Ways and Means Committee
  35 House Commerce and Economic Development Committee
A House Vestibule (Hall of the Flags)
F Cedar Creek Room
There is a coat room near the Sergeant-At-Arms Office in the center of the main floor. You can store outerwear there.

Occasionally we must cancel hearings. We will attempt to notify you as soon as we hear of cancellations or postponements.
If the weather is bad, you can testify by phone rather than chance dangerous driving conditions.

If you have further questions, please contact Katie at kpickens@leg.state.vt.us (802) 828-5760.