

**MINUTES OF THE  
VERMONT LEAGUE OF CITIES AND TOWNS  
BOARD OF DIRECTORS MEETING  
THURSDAY, December 17, 2015  
Draft**

**Members Present:** President Cadwell, Vice President Louras, and Members Shepeluk, Beckett, Janssen, Monette, Pinsonault, Ramsay, Richard, Safford, Simmons, Weinberger and Whittaker.

**Others Present:** VLCT staff members including Karen Horn, Gwynn Zakov, Mike Gilbar, Jessica Hill and Lisa Goodell.

**Agenda Item #1: Call to order by the President.**

President Cadwell called the meeting to order at 12:25 pm.

**Agenda Item #2: Additions and Deletions to the Agenda.**

Three items were added to the agenda under Other Business: Minutes from the December 14, 2015 Board meeting, an appointment to the VCOMM Board by the VLCT Board and a housekeeping issue affecting creation of Board packets. On motion duly made by Member Pinsonault and seconded by Member Safford, the Board unanimously adopted the agenda as amended.

**Agenda Item #3: Consent Agenda Items.**

On motion duly made by Member Pinsonault and seconded by Member Janssen, the Board took the following actions on consent agenda items:

Unanimously approved the minutes of the November 5, 2015 Board meeting, with amendments correcting the spelling of Member Pinsonault's name and unanimously accepted the Personnel Report.

**Agenda Item #4: Adoption of the 2016 VLCT Compensation Plan.**

On motion duly made by Member Shepeluk and seconded by Member Pinsonault, the Board unanimously adopted the 2016 VLCT Compensation Plan. The Board asked staff to send the plan, including the positions assigned to each pay class as an informational item for the next meeting and to include the positions in each pay class with the compensation plan next year when it is presented to the Board for adoption.

**Agenda Item #5: Presentation of Third Quarter Financials.**

Finance Director Mike Gilbar presented the unaudited financial statements for the quarter ending September 30, 2015 and responded to questions from the Board.

Member Weinberger joined the meeting at 12:45.

On motion duly made by Member Monette and seconded by Member Richard, the Board unanimously adopted the financial statements as presented.

**Agenda Item #6: Review of Legislative Priorities.**

Maura Carroll provided a brief overview of the VLCT Perspective on Local Government's Role in Vermont, to be distributed to member municipalities and legislators.

Karen Horn and Gwynn Zakov provided the Board with copies of the VLCT Policy Priorities brochure and reviewed issues related to municipal governance and local control, the Vermont Clean Water Act and education funding. Discussion ensued.

**Agenda Item #7: Addenda to VLCT-PACIF and VLCT-VERB Administrative Support Service Agreements.**

On motion duly made by Member Simmons and seconded by Member Beckett, the Board unanimously adopted the addenda to the VLCT-PACIF and VLCT-VERB Administrative Support Service Agreements.

**Agenda Item #8: Homestead Declaration Penalty.**

The Board discussed the current penalty for failure to file a homestead declaration in a timely manner and suggested that, rather than a percentage of the tax, a flat fee be assessed against those who fail to file. Staff will pursue this with the Legislature.

**Agenda Item #9: Town Fair Debrief.**

Lisa Goodell and Jessica Hill provided an update and answered questions about the 2015 VLCT Town Fair. Board members suggested that the 2016 VLCT Annual Meeting begin in the morning rather than after lunch and that staff consider bringing forward suggestions for different dates for Town Fair in the future. Mayor Weinberger offered to assist with the 2018 Town Fair, scheduled to be held in Chittenden County.

On motion duly made by President Cadwell and seconded by Member Safford, the Board unanimously adopted October 5 as the date of the 2017 Town Fair, to be held at the Killington Resort.

**Agenda Item #10: Other Business.**

On motion duly made by Member Simmons and seconded by Vice President Louras, the Board unanimously adopted the minutes of the VLCT Board held on December 14, 2015.

On motion duly made by Member Ramsay and seconded by Member Simmons, the Board appointed Gwynn Zakov as VLCT's representative to the Vermont Communications Board.

By consensus, the Board agreed that Board packets should be printed on plain white paper. Member Ramsay asked staff to look into the cost of providing iPads to Board members instead of providing paper packets to the Board.

#### Agenda Item#10(c) Member Initiatives

Member Janssen informed the Board about the activities at the Agency of Natural Resources and specifically the department of Environmental Conservation that include mapping high risk roads. She explained that some of the roads identified in Benson are private roads or farms roads and posed questions about the next steps that might be taken by the Agency and who might bear the costs of upgrading such roads. Discussion ensued about watching the issue and providing feedback to the State.

Member Janssen also commented that Jill Muhr, VLCT's Human Resources Consultant, attended a meeting in Benson and provided an excellent and very professional presentation.

Member Whittaker updated the Board about activity with the Current Use Advisory Board, including "easy-out" and the hold harmless payments. He will report further after the next meeting in January.

On motion duly made by Member Safford and seconded by Member Simmons, the Board unanimously adopted the motion to **adjourn** at 2:25 p.m.

Respectfully submitted,

Maura Carroll  
Executive Director