

**MINUTES OF THE  
VERMONT LEAGUE OF CITIES AND TOWNS  
BOARD OF DIRECTORS MEETING  
THURSDAY, JUNE 25, 2015**

**Members Present:** President Cadwell, Vice President Louras and Members Janssen, Legacy, Pinsonault, Osgood, Ramsay, Richard, Simmons, Weinberger and Whittaker

**Members Not Present:** Member Rieseberg

**Present by Invitation:** Mmes. Carroll, Friedman and Horn (via Skype), Mssrs. Canning, and Jeffrey, Lydia (intern from the City of Rutland) and members of the VLCT staff

**Agenda Item #1: Call to Order by President**

President Cadwell called the meeting to order at the VLCT offices at 12:18 PM.

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

Through consensus, the Board voted unanimously to accept the agenda as printed with the addition of considering a gift to Mr. Jeffrey and moving Agenda Item 11 to be considered before Item 10.

Through motion duly made and seconded (Pinsonault and Janssen), the Board unanimously voted to present as a gift to the retiring Executive Director the Microsoft Surface computer he has been using.

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

Through motion duly made and seconded (Legacy and Pinsonault), the Board took the following actions on the items on the consent agenda:

- a. Approved Minutes of May 7, 2015 Meeting
- b. Accept Personnel Report
- c. Amend Restricted Associate Member Criteria

**Agenda Item #4. Approve Amendments to the VLCT Personnel Policy**

Mr. Jeffrey discussed a memo and copy of the Personnel Policy with amendments distributed in the meeting packet, and explained the proposed changes. **Through motion duly made and seconded (Simmons and Legacy), the Board approved the Personnel Policy amendments as proposed by staff.**

**Agenda Item #5. Legislative Wrap-up**

Ms. Horn joined the meeting from Nova Scotia via Skype. She and Mr. Jeffrey discussed the legislative session and its impact on municipalities. Specific issues discussed included the regulations of solar facility siting and local option taxes.

**Agenda Item #6. Legislative Strategy Review**

Ms. Horn, Ms. Carroll and Mr. Jeffrey discussed a memo distributed in the board packet laying out a process to development a more effective advocacy strategy. Much discussion ensued. President Cadwell appointed Vice President Louras as chair of the committee. Board members suggested possibly retaining a facilitator. Board members suggested reaching out to some current and former members of the administration for input and surveying the membership.

**Agenda Item #7. Amend Budget to Redirect Contributing Member Dues Away from Advocacy**

Mr. Jeffrey discussed a memo explaining the need to redirect contributing membership dues out of any advocacy support to the Municipal Assistance Center and to replace those funds with an equivalent amount of associate membership dues as follows:

	Total	Original		Proposed	
		Advocacy	MAC	Advocacy	MAC
Dues Associate	92,088	27,626	64,461	30,389	61,699
Dues Contributing	9,200	2,760	6,440	-	9,200
Totals	101,288	30,386	70,901	30,389	70,899

**Through motion duly made and seconded (Legacy and Pinsonault), the Board approved the budget amendment as proposed by staff.**

**Agenda Item #8. Amend Carroll Contract so that Compensation Starts with Employment Start**

Mr. Jeffrey indicated a flaw in Ms. Carroll's employment contract with the date setting her compensation starting four days later than her starting date.

**Through motion duly made and seconded (Janssen and Richard), the Board approved amending Section V of the Carroll contract concerning compensation in the second sentence from "Starting July 10, 2015..." to "Starting July 6, 2015..." to conform to actual start date specified in Section II, Term.**

Member Ramsay inquired as to how Ms. Carroll was being reimbursed for expenses incurred during her transition before her employment starts. Mr. Jeffrey stated that she was being

reimbursed for mileage for trips that she was taking for the purpose of attending to VLCT transitioning but that she was also up in the area on a number of occasions for the purpose of finding a home and that she was not being reimbursed for those trips. He also indicated that costs associated with her attending the Northeast league directors meeting in Grafton were covered by VLCT.

#### **Agenda Item #9. Decide on OED Role at Town Fair**

Mr. Jeffrey sought direction from the Board as to what they wanted his role to be in Town Fair. He stated that it would be appropriate for it to be his swan song but that he was also sensitive that it would be the best forum for Ms. Carroll to be seen as the person now in charge. The Board will consider the exact role he should play at its July meeting, but that he would leave his calendar open for playing some role in the festivities.

#### **Agenda Item #10. Let's Play Jeffardy!®**

Mr. Jeffrey regaled the Board and staff with a tongue in cheek stroll down memory lane through a PowerPoint presentation of VLCT during his employment.

#### **Agenda Item #11. Other Business**

Board members inquired about office security.

Through consensus, the Board appointed Member Janssen to be the "rural" town VLCT representative and Member Rieseberg as the "urban" town representative to the current use study committee with Vice President Louras as a backup if Member Rieseberg declines.

**Through motion made and seconded (Janssen and Legacy), the Board voted to authorize Maura Carroll to replace Steven Jeffrey in all signatory authority, specifically on all accounts with the Peoples United Bank, and to authorize the President to execute such changes on any necessary documents.**

Also through consensus, the Board set September 17, November 5, and December 17 as meeting dates for the rest of the calendar year.

Board members presented gifts from their cities and towns to Mr. Jeffrey. The staff presented a gift from VLCT to Mr. Jeffrey.

#### **Agenda Item #12. Adjourn**

Through motion duly made and seconded, the Board voted to adjourn at 2:35 PM.

*A digital recording of the meeting and comments and discussion in open session as well as actions taken is available upon request.*