

VERMONT LEAGUE OF CITIES AND TOWNS PUBLICATIONS CATALOG

VLCT offers a variety of publications designed to help our members and others understand the duties and responsibilities of Vermont local government positions.

Our handbooks cover specific offices (selectboard, treasurer, clerk, etc.) or specific functions (highway, personnel management, ordinance enforcement, etc.) Our surveys and posters provide easy access to frequently requested information. You may also order additional subscriptions to the print versions of VLCT's monthly newsletter and weekly legislative bulletin.

To order from this Catalog, please use the Order Form on Page 4 or visit www.vlct.org's Marketplace to place an on-line order. Prices indicated are (M) for member and (NM) for nonmembers. Please note that *VLCT members* may download our handbooks and other selected materials for free from www.vlct.org. (Find them in the Resource Library.)

For more information, please call VLCT at 1(800) 649-7915 or email us at info@vlct.org.



**VERMONT LEAGUE
OF CITIES & TOWNS**

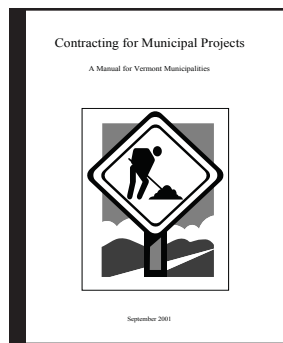
*Serving and
Strengthening
Vermont Local
Governments*

HANDBOOKS

Contracting for Municipal Projects (2001)

A reference guide for communities developing construction projects requiring professional consulting or construction services.

Not for purchase. Available online at vlct.org.



Handbook for Vermont Municipal Clerks (2000)

An indispensable tool for the newly elected clerk as well as experienced officer. Discusses the duties and responsibilities of the position and includes chapters on licensing, taxation, and recording procedures.

(M)\$40.00 (NM)\$50.00 Order Code #3023

Handbook for Vermont Municipal Treasurers (2002)

A comprehensive guide to the statutory duties of the municipal treasurer. Also addresses the treasurer's relationship with other local officials.

(M)\$30.00 (NM)\$40.00 Order Code #3026

Handbook for Collectors of Delinquent Taxes (2008)

An overview of the statutory and practical requirements of the position. Chapters on different tax collection methods and special problems are followed by an extensive appendix of sample forms, letters, and policies.

(M)\$30.00 (NM)\$40.00 Order Code #3011

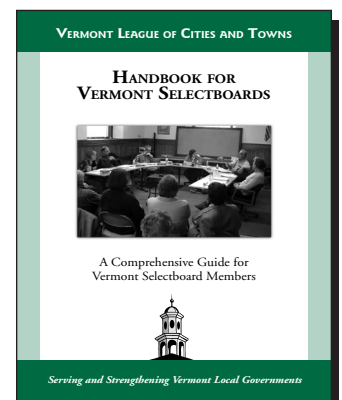
Handbook for Vermont Selectboards (2011)

An extensive guide to the varied responsibilities of local legislative bodies.

(M)\$45.00

(NM)\$60.00

Order Code #3014



Handbook for Locally Elected Auditors (2008)

An easy-to-use guide to the statutory and practical requirements of the position of town auditor.

(M)\$20.00 (NM)\$30.00 Order Code #3012

Handbook for Vermont Town Officers (1999)

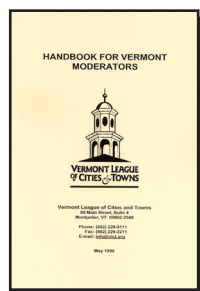
This handbook offers a concise description of each Vermont local government office.

(M)\$25.00 (NM)\$40.00 Order Code #3015

Handbook for Vermont Moderators (1998)

A quick reference guide for moderating town meetings in Vermont. Outlines statutory requirements and guides moderators through provisions of *Robert's Rules of Order*.

(M)\$8.00 (NM)\$10.00 Order Code #3013



VERMONT LEAGUE OF CITIES AND TOWNS PUBLICATIONS CATALOG

HANDBOOKS CONTINUED

Highway Handbook (2001)

Guide to laws governing the use and maintenance of Vermont's local roads. Ideal for selectboards, road commissioners, and municipal attorneys.

Not for purchase. Available online at vlct.org.

Local Official's Guide to Developing Better Community Post Offices (2001)

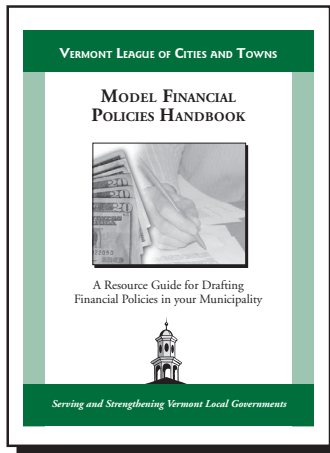
A handbook for local officials and residents to help develop and implement solutions to proposed post office expansion and relocation.

(M)\$15.00 (NM)\$15.00 Order Code #3008

Model Financial Policies (2010)

Includes 11 financial policies that address issues commonly faced by Vermont municipalities, along with descriptions and statutory authorities for each policy. These policies were developed with the needs of small and mid-sized towns in mind and are easy to customize.

(M)\$25.00 (NM)\$35.00
Order Code #3031



Municipal Employment Law Handbook (2007)

A comprehensive discussion of the laws and best practices of municipal human resource management. Topics covered include employee selection, key federal and state laws applicable to municipal employees, compensation, employee v. independent contractor, employee leave, and termination.

(M)\$50.00 (NM)\$75.00 Order Code #3016

Ordinance Enforcement in the Judicial Bureau (2001)

Designed to assist municipalities in understanding and implementing civil enforcement of municipal ordinances. Provides information on drafting defensible ordinances, issuing tickets, and prosecuting cases in the Judicial Bureau.

(M)\$45.00 (NM)\$55.00 Order Code #3019

POSTERS

Access to Public Records (2011)

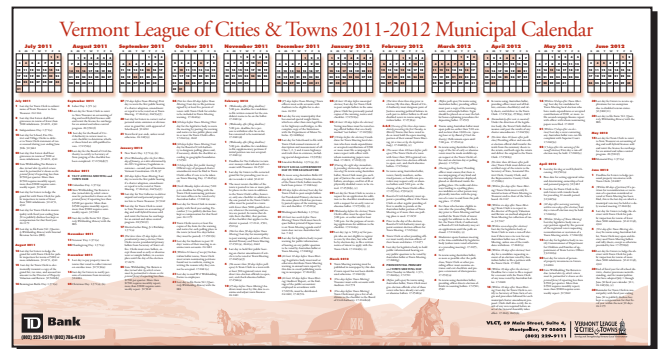
Clearly summarizes key provisions of Vermont's Access to Public Records Law.

(M)\$2.00 (NM)\$4.00 Order Code #5002

Municipal Calendar (annual)

July 1 to June 30 calendar lists important dates and statutory deadlines relating to elections, property taxes, etc.

(M)\$5.00 (NM)\$7.50 Order Code #5004



Municipal Clerk Fee Schedule (2009)

Lists the fees municipal clerks can charge for various documents and services.

(M)\$5.00 (NM)\$7.50
Order Code #5006

FEE DESCRIPTION	CITATION	TOTAL CHARGE	MUNICIPALITY AMOUNT CLERK RECEIVES
Act 200-0001	VTSA & 2001-0001	\$10.00	\$5.00
Act 200-0002	VTSA & 2001-0002	\$10.00	\$5.00
Act 200-0003	VTSA & 2001-0003	\$10.00	\$5.00
Act 200-0004	VTSA & 2001-0004	\$10.00	\$5.00
Act 200-0005	VTSA & 2001-0005	\$10.00	\$5.00
Act 200-0006	VTSA & 2001-0006	\$10.00	\$5.00
Act 200-0007	VTSA & 2001-0007	\$10.00	\$5.00
Act 200-0008	VTSA & 2001-0008	\$10.00	\$5.00
Act 200-0009	VTSA & 2001-0009	\$10.00	\$5.00
Act 200-0010	VTSA & 2001-0010	\$10.00	\$5.00
Act 200-0011	VTSA & 2001-0011	\$10.00	\$5.00
Act 200-0012	VTSA & 2001-0012	\$10.00	\$5.00
Act 200-0013	VTSA & 2001-0013	\$10.00	\$5.00
Act 200-0014	VTSA & 2001-0014	\$10.00	\$5.00
Act 200-0015	VTSA & 2001-0015	\$10.00	\$5.00
Act 200-0016	VTSA & 2001-0016	\$10.00	\$5.00
Act 200-0017	VTSA & 2001-0017	\$10.00	\$5.00
Act 200-0018	VTSA & 2001-0018	\$10.00	\$5.00
Act 200-0019	VTSA & 2001-0019	\$10.00	\$5.00
Act 200-0020	VTSA & 2001-0020	\$10.00	\$5.00
Act 200-0021	VTSA & 2001-0021	\$10.00	\$5.00
Act 200-0022	VTSA & 2001-0022	\$10.00	\$5.00
Act 200-0023	VTSA & 2001-0023	\$10.00	\$5.00
Act 200-0024	VTSA & 2001-0024	\$10.00	\$5.00
Act 200-0025	VTSA & 2001-0025	\$10.00	\$5.00
Act 200-0026	VTSA & 2001-0026	\$10.00	\$5.00
Act 200-0027	VTSA & 2001-0027	\$10.00	\$5.00
Act 200-0028	VTSA & 2001-0028	\$10.00	\$5.00
Act 200-0029	VTSA & 2001-0029	\$10.00	\$5.00
Act 200-0030	VTSA & 2001-0030	\$10.00	\$5.00
Act 200-0031	VTSA & 2001-0031	\$10.00	\$5.00
Act 200-0032	VTSA & 2001-0032	\$10.00	\$5.00
Act 200-0033	VTSA & 2001-0033	\$10.00	\$5.00
Act 200-0034	VTSA & 2001-0034	\$10.00	\$5.00
Act 200-0035	VTSA & 2001-0035	\$10.00	\$5.00
Act 200-0036	VTSA & 2001-0036	\$10.00	\$5.00
Act 200-0037	VTSA & 2001-0037	\$10.00	\$5.00
Act 200-0038	VTSA & 2001-0038	\$10.00	\$5.00
Act 200-0039	VTSA & 2001-0039	\$10.00	\$5.00
Act 200-0040	VTSA & 2001-0040	\$10.00	\$5.00
Act 200-0041	VTSA & 2001-0041	\$10.00	\$5.00
Act 200-0042	VTSA & 2001-0042	\$10.00	\$5.00
Act 200-0043	VTSA & 2001-0043	\$10.00	\$5.00
Act 200-0044	VTSA & 2001-0044	\$10.00	\$5.00
Act 200-0045	VTSA & 2001-0045	\$10.00	\$5.00
Act 200-0046	VTSA & 2001-0046	\$10.00	\$5.00
Act 200-0047	VTSA & 2001-0047	\$10.00	\$5.00
Act 200-0048	VTSA & 2001-0048	\$10.00	\$5.00
Act 200-0049	VTSA & 2001-0049	\$10.00	\$5.00
Act 200-0050	VTSA & 2001-0050	\$10.00	\$5.00

Municipal Dog and Wolf-Hybrid Licenses and Fees (2010)

Lists licensing requirements and the fees municipal clerks can charge for dog and wolf-hybrid licenses.

(M)\$5.00 (NM)\$7.50
Order Code #5003

Open Meeting Law (2011)

Summarizes key provisions of Vermont's Open Meeting Law.

(M)\$2.00 (NM)\$4.00 Order Code #5005

Workplace Poster Packet (2011)

Includes all state and federally required workplace posters for placing in a prominent location in your municipality. Fifteen posters are included.

(M)\$15.00 (NM)\$40.00 Order Code #5007

VERMONT LEAGUE OF CITIES AND TOWNS PUBLICATIONS CATALOG

SUBSCRIPTIONS

VLCT News — One-year subscription.

An invaluable resource for local officials. This monthly newsletter includes articles on legal issues facing Vermont municipalities, insurance loss prevention tips, state and federal actions affecting municipalities, League activities, a calendar of events, and more.

(M)\$25.00 (NM)\$60.00 Order Code #4001



Weekly Legislative Report

— One-year subscription (legislative session only).

Published from January through May, this weekly bulletin updates readers on legislative activities important to municipalities. Includes an extensive *Wrap Up* at the end of each year's session that summarizes new legislation of concern to municipalities.

(M)\$40.00 (NM)\$60.00 Order Code #4002



OTHER

Brief Overview of Selected Vermont Town Offices (2004)

A brief description of the duties of selected Vermont town offices.

(M)Free (NM)\$1.00 Order Code #6001

MAC Technical Paper Packet (2007-2011)

Six Technical Papers issued to date by the VLCT Municipal Assistance Center. Topics are: Writing Zoning Decisions; Riparian Buffer Ordinances; Creating a DRB; On the Record Review; Low Impact Development (LID) Stormwater Management Bylaw; and Protecting Vermont's Lakes through Shoreland District Zoning.

(M)\$20.00 (NM)\$30.00 Order Code #3030

OTHER CONTINUED

Robert's Rules of Order, Newly Revised, 10th Edition (Da Capo Press, 2000)

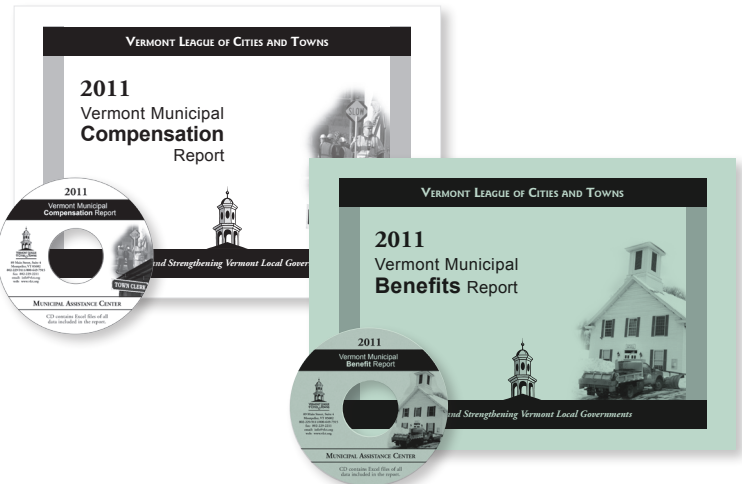
An important resource on parliamentary procedure, used by many Vermont municipalities to run smooth, orderly, and fairly conducted meetings. Also available is the "In Brief" edition (2004).

Complete Robert's (M) \$9.00 (NM) \$18.00 Order Code #7002; Robert's In Brief (M) \$4.00 (NM) \$7.00 Order Code #7003

NEW FOR 2011 - TWO SEPARATE REPORTS

2011 Vermont Municipal Compensation Report (annual)
2011 Vermont Municipal Benefits Report (annual)

Each year, VLCT surveys its members to collect information on salaries, fringe benefits, and working conditions for employees and officers in more than 225 Vermont cities, towns, and villages. In 2011, we used electronic surveys to produce two separate reports. Each survey respondent receives one free report. Each report includes a CD with Excel data files.



	Order Code	Respondent Price	Non-Respondent Price
Compensation Report	#3032	\$25.00	\$50.00
Benefits Report	#3033	\$25.00	\$50.00
Set of both reports	#3034	\$40.00	\$75.00

WORKSHOPS

Workshop Packet (Information packets from VLCT workshops.)
(M)\$30 (NM)\$30

ORDER FORM

Name _____ Position _____

Municipality/Organization _____ Phone _____

Address _____

City/State/Zip _____ Date of Order _____

Order Code	Publication Title	Qty.	Price Each	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Amount of Order _____

Sales Tax (6%) _____

Check Number _____

*Please pay sales tax **unless** you pay with a municipal check or a check from a tax-exempt entity. If you are a tax-exempt entity, you must include a copy of your certificate of exemption. School districts whose municipalities are members of VLCT are entitled to member rates. Requests for refund or exchange of unused materials must be made within 30 days of shipment.*

Prices subject to change. If this Publications Catalog is more than a few months old, please check with the League at 1(800) 649-7915 or at www.vlct.org/marketplace for current price information.

Send form with payment to: Vermont League of Cities and Towns, 89 Main Street, Suite 4, Montpelier, VT 05602-2948.

NOTE: Please do not combine this payment with payments to VLCT PACIF, VLCT Health Trust, VLCT Unemployment Insurance Trust, VTCMA, VPA or any other organization.

Vermont League of Cities and Towns
89 Main Street, Suite 4
Montpelier, VT 05602-2948