

# VERMONT LEAGUE OF CITIES AND TOWNS

## 2011-2012 CALENDAR OF TRAINING AND EVENTS

August 2011

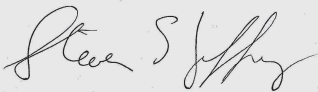
Dear VLCT Member:

Please take a moment to look over our 2011-2012 Calendar of Training and Events. The offerings for this season are diverse and plentiful. In response to member requests, we will continue to host regional and full-day workshops in a variety of locations around the state. Our primary facility will be the Capitol Plaza Hotel, which is located right in downtown Montpelier.

**Save these dates!** As the year progresses, please be sure to visit our website, [www.vlct.org/eventscalendar/](http://www.vlct.org/eventscalendar/), for program updates, full detailed agendas, and to register online. Please call (800) 649-7915 or email [info@vlct.org](mailto:info@vlct.org) with any questions.

**We look forward to seeing you at an event soon!**

Sincerely,



Steven E. Jeffrey, Executive Director, VLCT



*Serving and  
Strengthening  
Vermont Local  
Governments*

### 2011

**September 22, Stoweflake Mountain Resort, Stowe**

**Health Trust Annual Meeting** (*Sponsored by the VLCT Health Trust*) Members and directors of the VLCT Health Trust will gather to hear annual financial and performance reports as well as information about renewal of the health insurance program.

**October 19, Capitol Plaza, Montpelier**

**Weathering the Storm – Land, Water and the Local Role** (*Sponsored by the VLCT Municipal Assistance Center and the Vermont Department of Environmental Conservation*) In scope and duration, last spring's flooding placed unprecedented demands on the state and its communities. This workshop is geared towards local officials and planners involved in protecting floodplains and shorelands as well as those who provide relief services to communities affected by flooding. The workshop will spotlight flood hazard mitigation, comprehensive stormwater management, and the lessons learned from last spring's record flooding.

**October 26, Capitol Plaza, Montpelier**

**Managing the Municipal Budget** (*Sponsored by the VLCT Municipal Assistance Center*)

This annual workshop provides an introduction to governmental accounting, strategies for developing and managing the annual operating budget, and tips for managing the politics of the budgeting process.

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# VLCT 2011-2012 CALENDAR OF TRAINING AND EVENTS

## **November 2, Capitol Plaza, Montpelier**

### **Planning and Zoning Forum I** *(Sponsored by the VLCT Municipal Assistance Center)*

Planning officials from around the state will gather to discuss important topics in planning and zoning regulation. Hear from experts on a range of topics that include municipal energy and capital planning, the economic development element in the municipal plan, "Complete Streets" legislation, and other legislative changes that may affect municipal planning.

## **November 16, Capitol Plaza, Montpelier**

### **Auditors Workshop** *(Sponsored by the VLCT Municipal Assistance Center)*

This workshop is designed for newly-elected as well as seasoned municipal auditors. It will include a review of the statutory duties and responsibilities of auditors, a discussion of best practices, plus a review of various audit checklists to help you conduct the annual audit of your town's accounts.

## **December 7, Capitol Plaza, Montpelier**

### **Municipal Technology Workshop** *(Sponsored by the VLCT Municipal Assistance Center)*

Information technology affects virtually every aspect of the day-to-day workings of municipal government, from telecommunications to computers and data processing. How can your town keep ahead of the ever evolving technological curve? This workshop will explore in detail electronic communication, websites and social media, file storage and applications, security and liability issues, and more. Selectboard members, managers, administrators, and employees who deal with these issues will benefit from attending.

## **2012**

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## **February 15, Capitol Plaza, Montpelier**

### **Local Government Day in the Legislature** *(Sponsored by VLCT and the Vermont Municipal Clerks' and Treasurers' Association)*

A special day at the Vermont State House for local officials to hear about the status of pending legislation from VLCT and Vermont Municipal Clerks' and Treasurers' Association representatives, attend legislative hearings, and speak with their representatives and senators.

## **February 22, Capitol Plaza, Montpelier**

### **Town Meeting Tune-Up** *(Sponsored by the VLCT Municipal Assistance Center)*

A parliamentarian's paradise, this annual workshop is designed for moderators and selectboard members, both seasoned and new. It focuses on the statutory requirements for town meeting, "Robert's Rules of Order," and best practices for making it through Town Meeting unscathed.

## **March 20, Hotel Coolidge, White River Junction**

## **March 21, Middlebury Inn, Middlebury**

### **Treasurers Workshop** *(Sponsored by the VLCT Municipal Assistance Center)*

This workshop, designed for newly-elected treasurers and those who want to improve their job skills, will include a review of the statutory duties and responsibilities of treasurers as well as an introduction to governmental accounting and financial reporting, banking services, payroll, and benefits.

## **Saturday, March 31, Capitol Plaza, Montpelier**

### **Selectboard Institute I** *(Sponsored by the VLCT Municipal Assistance Center)*

The Selectboard Institute provides Vermont selectboards with the skills they need to manage the affairs of their town. Delivered over the course of two Saturdays, the program will focus on the fundamentals of municipal governance and current issues facing selectboards. Topics may include understanding the municipal organization, essentials of municipal

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# VLCT 2011-2012 CALENDAR OF TRAINING AND EVENTS

law, running effective meetings, managing the town budget, information technology best practices, and how to reduce liability risks. Detailed agendas for both workshops will be available in January.

## **April 11, Capitol Plaza, Montpelier**

### **Planning and Zoning Forum II** *(Sponsored by the VLCT Municipal Assistance Center)*

In addition to our fall **Planning and Zoning Forum**, this year we are offering a spring forum. Join us for a discussion of topics that include best practices for land use regulation, planning and zoning ethics, and the regulation of salvage yards, including the role of the appropriate municipal panel.

## **Saturday, April 28, Lake Morey Resort, Fairlee**

### **Selectboard Institute II** *(Sponsored by the VLCT Municipal Assistance Center)*

See description under Selectboard Institute I.

## **May 8, Middlebury Inn, Middlebury**

## **May 10, Lake Morey Resort, Fairlee**

### **Conducting Effective Tax Appeals** *(Sponsored by the VLCT Municipal Assistance Center)*

With the property tax under increasing pressure – and the subject of more and more attention – it is essential that the appeals process be properly administered. Come learn what your town can do to conduct effective property tax grievances and appeals.

## **May 31, Capitol Plaza, Montpelier**

### **Human Resources Management Workshop** *(Sponsored by the VLCT Municipal Assistance Center)*

Both municipal managers and their staff will find this workshop indispensable as it covers the fundamentals of personnel administration in a municipal setting. It will focus on the major state and federal employment laws and cases affecting municipalities as employers, including emerging employment issues.

## **June 7, Capitol Plaza, Montpelier**

### **Municipal Attorneys Forum** *(Sponsored by the VLCT Municipal Assistance Center)*

Vermont municipalities are created by laws, they function according to laws, and they can even enact and enforce laws. This workshop is designed for attorneys and paralegals who help Vermont municipalities to navigate this complex legal universe. Topics may include best practices for municipal ordinance drafting and enforcement, delinquent property tax collection, and managing conflicts of interest in local government. Continuing legal education credit will be offered.

## **June 19, Capitol Plaza, Montpelier**

### **Finance Symposium** *(Sponsored by the VLCT Municipal Assistance Center, the Office of the Vermont State Auditor, the Vermont Government Finance Officers' Association, the Vermont Municipal Clerks' and Treasurers' Association, and the Vermont Association of School Business Officials)*

This annual symposium is a comprehensive series of educational sessions about governmental accounting and auditing presented by certified public accountants (CPAs) and state and local government officials. Continuing professional education hours are available for CPAs who attend.

## **Postponed until Fall, 2012** ~~June 27, Capitol Plaza, Montpelier~~

### **Managing Municipal Assets Held in Trust** *(Sponsored by the VLCT Municipal Assistance Center)*

Vermont law authorizes municipalities to accept gifts and bequests in trust for such purposes as supporting libraries and cemeteries. This program is designed for treasurers, selectboard members, trustees of public funds, cemetery commissioners, and other officers charged with managing municipal trust funds. Topics will include the legal responsibilities of trustees, accounting practices, investment requirements, and adoption of policies to guide the management and control of trust funds.

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# GENERAL EVENT INFORMATION

WE HOPE YOU FIND THE FOLLOWING ADDITIONAL INFORMATION REGARDING VLCT'S WORKSHOPS AND EVENTS HELPFUL.

## REGISTRATION

Fees range from \$55 to \$125, depending on the event. Please check the workshop announcement or our website for individual event fees. VLCT PACIF underwrites a portion of these fees for its members. Non-members are asked to pay in advance and cannot be invoiced. VLCT cannot currently accept credit card payments. Registration deadlines are typically one week prior to the event date and will be

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noted on the workshop announcement as well as our website. Any registration received (either by mail, fax or on-line) after that date incurs an extra \$10.00 per person. Upon request, we will send workshop materials to those who pre-paid but were unable to attend. VLCT cannot

be financially responsible for any unforeseen circumstances. If in doubt, you may wish to register late or at the door and pay the \$10.00 late fee.

## CANCELLATION POLICY

For a full refund, you must cancel in writing (email, fax, or letter) by the deadline noted in the workshop announcement. For your convenience, you may pre-register without paying. However, if you do not attend the workshop and have not cancelled your registration in writing by the deadline, you will be billed for the full cost of the workshop. Cancellation for events, even for sickness, that comes after the deadline cannot be refunded because VLCT will have already incurred all the costs for attendance including space rental, meal guarantees, and packet generation.

## INCLEMENT WEATHER POLICY

In the event of bad weather, please call (800) 649-7915 (a message will be recorded for after hours) or check the VLCT website's home page or events page for event or workshop cancellations or delays.

## VENUES

These are some of the venues that VLCT is using for the 2011-2012 year. Please visit their individual websites for directions.

### *Capitol Plaza Hotel, Montpelier*

[www.capitolplaza.com](http://www.capitolplaza.com)

(802) 223-5252

Parking can be limited at the Capitol Plaza during the legislative session and we have intentionally scheduled few events during that time. For your convenience, you can take a free shuttle bus from the Green Mountain Power building, just off I-89. It runs through the legislative session. For specific times of service, please visit [www.gm-taride.org/](http://www.gm-taride.org/). The Capitol Plaza also runs a free shuttle bus from this location.

### *Hotel Coolidge, White River Junction*

[www.hotelcoolidge.com](http://www.hotelcoolidge.com)

(802) 295-3118

### *Middlebury Inn, Middlebury*

[www.middleburyinn.com](http://www.middleburyinn.com)

(802) 388-4961

### *Lake Morey Resort, Fairlee*

[www.lakemoreyresort.com](http://www.lakemoreyresort.com)

(802) 333-4311

### *VLCT Offices, Montpelier*

[www.vlct.org/directions/](http://www.vlct.org/directions/)

(800) 649-7915

For registration fees, online registration, directions to workshop locations, etc., please visit our website at [www.vlct.org](http://www.vlct.org). You may also call Jessica Hill, VLCT Manager, Administrative Services, at (800) 649-7915 (email, [jhill@vlct.org](mailto:jhill@vlct.org)). For your convenience, registration information will be available six weeks prior to each event.



89 Main Street, Suite 4  
Montpelier, VT 05602-2948  
Tel.: (802) 229-9111  
Fax: (802) 229-2211  
Email: [info@vlct.org](mailto:info@vlct.org)  
Web: [www.vlct.org](http://www.vlct.org)