



2016 SPRING WORKSHOPS

VLCT MUNICIPAL ASSISTANCE CENTER

Spring Selectboard Institute

Saturday, March 12, Capitol Plaza Hotel and Conference Center, Montpelier

This workshop will provide selectboard members, both newly elected and seasoned veterans, with the skills they need to manage the affairs of their town by focusing on the fundamentals of municipal governance and current issues facing selectboards. Topics may include understanding the municipal organization, essentials of municipal law, running effective meetings, managing the town budget, and how to reduce liability risks.

Spring Auditors Workshop

March 29, 2016, Capitol Plaza Hotel and Conference Center, Montpelier

This workshop is designed for locally elected auditors, as well as treasurers, selectboard members, municipal managers and administrators, and finance directors who want to improve internal controls and the quality of financial reporting.

Delinquent Tax Collectors Workshop

Wednesday, April 6, Lake Morey Resort, Fairlee

This workshop will cover best practices and procedures for the efficient collection of delinquent municipal property taxes. The sessions will provide a dynamic mix of legal advice, practical solutions, and opportunities to ask questions and share experiences. This workshop is designed for all officials involved in the local tax collection process. Collectors of delinquent taxes, treasurers, town managers, town administrators, constables, selectboard members, listers and others are all encouraged to attend.

Effective Property Tax Appeals Workshop

Tuesday, May 3, Lake Morey Resort, Fairlee

Tuesday, May 10, Holiday Inn Hotel and Conference Center, Rutland

With the property tax under increasing pressure – and the subject of more and more scrutiny – it is essential that the appeals process be properly administered. Come learn what your town can do to conduct effective property tax assessment grievances and appeals. Representatives from the Department of Taxes, Property Valuation, and Review, will provide an introduction to fair market value and equalization.

Municipal Employment Law and Human Resources

Thursday, June 2, 2016, Capitol Plaza Hotel and Conference Center

Municipal managers, administrators, and staff with supervisory responsibilities 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.

Governmental Accounting and Auditing Symposium

Tuesday, June 8, Capitol Plaza Hotel and Conference Center, Montpelier

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.

21st Century Policing in Vermont

Friday, June 10, 2016, Capitol Plaza Hotel and Conference Center, Montpelier

This workshop is designed for governing board members (selectboard, city council, village trustee) municipal managers and administrators, police chiefs and constables. Former Rutland City Police Chief, Jim Baker, who now serves as the Director of Law Enforcement Operations and Support for the International Association of Chiefs of Police, and a team of experts will explain how the findings of the President's Task Force on 21st Century Policing – known as “six pillars” - can be applied here in Vermont.

Co-sponsored by the Vermont League of Cities and Towns, the Vermont Association of Chiefs of Police, and the Vermont Criminal Justice Training Council

Spring Planning and Zoning Forum

Wednesday, June 15, Lake Morey Resort, Fairlee

This workshop is designed for all local officials involved in the local planning and development review process. Zoning administrators, planning commissioners, DRB/ZBA members, town administrators and managers, municipal planners, and regional planning commission staff are all encouraged to attend.

Registration Information

To register online, visit www.vlct.org/eventscalendar and click on the workshop title.

Early Bird Rates (if registered by deadline)

VLCT PACIF Members..... \$60.00
VLCT Members \$90.00
Non-Members..... \$160.00

Regular Workshop Rates

VLCT PACIF Members..... \$70.00
VLCT Members \$100.00
Non-Members..... \$170.00

Cancellation Policy

For a full refund, you must cancel in writing (email, fax, or letter) by the deadline noted in the workshop announcement. If you do not attend and have not canceled in writing by the deadline, you will be billed for the full cost of the workshop. Cancellation, even for sickness, that occurs after the deadline, cannot be refunded because VLCT will have incurred all 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 cancellations or delays.

Questions? Contact VLCT at 800-649-7915 or info@vlct.org.