



SPRING SELECTBOARD INSTITUTE

Saturday, March 12, 2016
Capitol Plaza Hotel and Conference Center
Montpelier, Vermont

Presented by:
VLCT Municipal Assistance Center

AGENDA

8:30 Registration

(coffee and light breakfast provided)

9:00 Welcome and Overview of the Workshop

Abby Friedman, Director, VLCT Municipal Assistance Center

9:05 Quasi-Judicial Roles of a Selectboard

In addition to their legislative and executive functions, selectboard members often serve in a quasi-judicial capacity, as when they conduct "vicious" dog hearings, employment termination hearings, when they are acting as the local board of health, and as members of both the Board of Civil Authority and Board of Abatement. This session will cover the legal parameters of a quasi-judicial hearing, including affording due process, deliberative session, and managing ethical dilemmas.

Garrett Baxter, Senior Staff Attorney, VLCT Municipal Assistance Center

10:20 Break

ON-SITE BCA Training - Effective Property Tax Appeals

VLCT Municipal Assistance Center staff attorneys will travel to your town office to conduct training for all members of the Board of Civil Authority. Topics include:

- The objectives and parameters of the tax appeal process;
- The procedures and timelines that must be followed; and
- Tools for managing the entire process appropriately and effectively.

The cost for PACIF members is \$415

**Schedule your training today! Contact: Abby Friedman at
afriedman@vlct.org or 800-649-7915, ext. 1926**

10:30 Municipal Road Permit

As part of legislation adopted to protect Vermont's surface waters, the Vermont Department of Environmental Conservation will develop a general permit that will be applicable to all municipal roads. Under the new general permit system, municipalities will need to bring their roads and drainage systems up to standards designed to protect water quality. In this session we will discuss the upcoming Department of Environmental Conservation's Municipal Roads General Permit: the time lines, permit framework, likely new standards for different road types, priority road segments, implementation schedules, collaboration with the Vermont Department of Transportation, and technical and financial assistance opportunities.

**Milly Archer, VLCT Water Resources Coordinator
Jim Ryan, Municipal Roads Program Coordinator,
Vermont Department of Environmental Conservation.**

11:35 Municipal Risk Management & Advocacy Legislative Updates

Ken Canning will explain several ways that VLCT's self-insurance pools can help member municipalities meet their risk management challenges, placing special emphasis upon construction contracts and builders' risk coverage.

Ken Canning, Director, VLCT Risk Management Services

Karen Horn will provide an update on the Legislative session and highlight the bills under consideration that will impact municipal governments.

Karen Horn, Director, VLCT Public Policy and Advocacy

AFTERNOON AGENDA

12:15 Lunch (provided by VLCT)

1:00 VLCT Human Resources Assistance Program Overview & Update Regarding the Fair Labor Standards Act (FLSA)

In 2015, VLCT launched a new Human Resources Program with a mission to provide quality human resources services to VLCT members in an innovative and cost-conscious manner. In this session, Jill Muhr will give an overview of that program as well as an update on forthcoming changes to Fair Labor Standards Act (FLSA) rules that will significantly affect when municipalities provide overtime compensation.

Jill Muhr, VLCT Human Resources Consultant

2:00 Break

2:10 Special Topics for Selectboard Members: Concurrent Sessions

1. Understanding and Following Vermont's Open Meeting Law

Vermont's Open Meeting Law applies to all "public bodies" – which include municipal boards, commissions, and committees. Each of those entities must publicly notice meetings, produce and post agendas, ensure that meetings are open to the public, properly manage public participation at those meetings, and take and post minutes. This session will describe the requirements of Vermont's Open Meeting Law and allow ample time for questions and answers about the practical application of the law.

Carl Andeer, Staff Attorney I, VLCT Municipal Assistance Center

2:10 Special Topics for Selectboard Members Concurrent Sessions (continued)

2. Rules of the Road – Vermont Local Highway Law

This session will cover the basics of local highway law including how town highways are created; the highway classification system and maintenance obligations; seasonal road closures; and setting speed limits.

Sarah Jarvis, Staff Attorney II, VLCT Municipal Assistance Center

3. Effective Ordinance Drafting and Adoption

This session will present best practices and required processes for ordinance drafting and adoption. Particular attention will focus on what ordinances municipalities can adopt, essential elements of an ordinance and what they mean, and the statutorily required process for adopting, amending or repealing an ordinance.

Garrett Baxter, Senior Staff Attorney, VLCT Municipal Assistance Center

3:40 Complete Evaluations & Conclusion

UPCOMING EVENTS

March—Montpelier

SPRING AUDITOR'S WORKSHOP

March 29, 2016

Capitol Plaza Hotel & Conference Center

April—Fairlee

DELINQUENT TAX COLLECTORS WORKSHOP

Lake Morley Resort

April 6, 2016

To register or learn more about upcoming workshops go to:
<http://www.vlct.org/events-news-blogs/event-calendar/>