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## VERMONT LEAGUE OF CITIES AND TOWNS

# 2009-2010 CALENDAR OF TRAINING AND EVENTS



*Serving and  
Strengthening  
Vermont Local  
Governments*

### September 2009

#### Dear VLCT Member:

Please take a moment to look over our annual Calendar of Training and Events. The slate of offerings for this year features a new series of financial management workshops this fall as well as several new topics. In response to member requests, we will continue to host half-day workshops in northern and southern regions of the state. Our Vermont Interactive Television series also continues to bring training to a convenient location near you.

As the year progresses, please visit our website ([www.vlct.org](http://www.vlct.org)) for updates to this calendar and to register online. Please call (800-649-7915) or email ([info@vlct.org](mailto:info@vlct.org)) us with any questions.

Sincerely,

Steven E. Jeffrey, Executive Director, VLCT

### MAY 2010 CONTINUED

Thursday, May 13, Capitol Plaza, Montpelier

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

This indispensable workshop for municipal management and staff alike will cover the fundamentals of personnel administration in a municipal setting. It will particularly focus on the major state and federal employment laws and the organization and management of each municipality's most valuable asset: its workforce.

### JUNE 2010

Thursday, June 3, 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 assist Vermont municipalities in navigating 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.

Tuesday, June 22, 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, and the Vermont Association of School Business Officials)*

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 this annual symposium.

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 (e-mail, [jhill@vlct.org](mailto:jhill@vlct.org)). For your convenience, a registration packet will be sent to your municipality four to six weeks prior to each event.

### SEPTEMBER 2009

Thursday, September 17, Vermont Interactive Television

#### **Managing Stormwater Through Low Impact Development (LID) Techniques: A Primer for Planning and Zoning Officials**

*(Sponsored by the VLCT Municipal Assistance Center and Vermont's Regional Planning Commissions)*

Delivered in the evening via interactive television, this workshop will focus on a new trend in stormwater management: low impact development (LID). LID stormwater management includes practices and design approaches that maintain natural drainage patterns and retain more stormwater onsite as an alternative to conventional costly infrastructure. After a brief overview describing the science behind how LID works, professionals in the field will discuss innovative stormwater systems using LID and how to incorporate language into your town's regulatory documents.

### OCTOBER 2009

Tuesday, October 6, Hartford Town Offices

Thursday, October 8, Milton Town Offices

#### **Cash Management: Banking and Investments** *(Sponsored by the VLCT Municipal Assistance Center)*

Cash management is at the center of the financial operations of all local governments, regardless of size. Protecting public funds and managing them wisely has always been one of the most important jobs of finance professionals. No other responsibility in municipal government has had as strong an impact on the population as the way governments manage their finances. This workshop will provide treasurers and finance officers with the basic tools they need for effective cash management and investment of municipal funds.

Wednesday, October 7, Johnson Municipal Building

Wednesday, October 21, Springfield Fire Station

#### **Small Mines Compliance Seminar "Managing Risk by Knowledge and Training"** *(Sponsored by VLCT PACIF)*

This seminar is presented by VLCT PACIF and the MSHA Small Mines Office and is designed for PACIF member employees who operate or work in gravel pits and/or have related operations that fall under MSHA regulation. Of particular importance is a review of a new MSHA interpretation that results in MSHA regulation of formerly "exempted operations." The change means that virtually any entity that screens gravel or soil may now fall under MSHA purview.

Tuesday, October 13, Capitol Plaza, Montpelier

#### **Contracting for Municipal Projects** *(Sponsored by the VLCT Municipal Assistance Center)*

Municipal infrastructure projects, from highways and bridges to buildings and water and wastewater systems, require local officials to make tough decisions, such as how to pay for the project and how to insure the highest quality in a reasonable timeframe. This workshop will feature financing options as well as town officials sharing best practices and success stories in municipal contracting.

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Wednesday, October 28, Capitol Plaza, Montpelier

## **Budget and Financial Management** *(Sponsored by the VLCT Municipal Assistance Center)*

This annual workshop provides an introduction to governmental accounting, strategies for developing the annual operating budget, tips for managing the politics of the budgeting process, and a discussion of model municipal financial policies developed by VLCT.

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## NOVEMBER 2009

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Wednesday, November 4, Capitol Plaza, Montpelier

## **Preparing for a Successful Town Meeting** *(Sponsored by the VLCT Municipal Assistance Center)*

This new workshop will help municipal officials prepare for a successful Town Meeting. Learn the legal requirements and best practices for writing articles, petitions, and the town report as well as how to improve voter turnout.

Tuesday, November 10, Capitol Plaza, Montpelier

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

Planning officials from around the state will gather to discuss important topics in planning and zoning regulation. Join us for a discussion of topics that include organized and consistent development review hearings, the elements of a defensible land use decision, and the new procedures for updating the Vermont significant wetlands inventory maps and how towns can get involved in wetland protection.

Friday, November 13, Capitol Plaza, Montpelier

## **VLCT 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.

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## DECEMBER 2009

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Tuesday, December 1, Hartford Town Offices

Thursday, December 3, Milton Town Offices

## **Delinquent Tax Collection** *(Sponsored by the VLCT Municipal Assistance Center)*

This workshop will examine the legal and practical requirements of collecting delinquent property taxes in Vermont by providing an overview of delinquent tax collection methods, examining the tax sale process in depth, and discussing the steps to take when a delinquent taxpayer files for bankruptcy.

Tuesday, December 1, South Burlington City Offices

Wednesday, December 2, St. Johnsbury Town Offices

Tuesday, December 8, Windsor Town Offices

## **2010 Legislative Preview** *(Sponsored by VLCT Public Policy & Advocacy Services)*

Come and meet with VLCT legislative staff at a location near you to discuss the upcoming session.

Tuesday, December 8, Hartford Town Offices

Thursday, December 10, Milton Town Offices

## **The Essentials of Payroll Management** *(Sponsored by the VLCT Municipal Assistance Center)*

Paying your employees can be one of the most difficult tasks that finance officials encounter. This workshop will focus on issues related to paying exempt and non-exempt employees, correctly taxing income and benefits, understanding how to use IRS forms, paying overtime, and more. Attendees will also learn how to access payroll information from the Social Security Administration, Department of Labor, and other resources.

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## JANUARY 2010

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Thursday, January 21, VLCT Offices

Wednesday, January 27, Holiday Inn Express, Brattleboro

Thursday, January 28, Holiday Inn, Rutland

Wednesday, February 3, NVDA Offices, Lyndonville

Thursday, February 4, Hampton Inn, Colchester

## **Wellness Coordinator Workshops** *(Sponsored by the VLCT Risk Management Services)*

This regional workshop kicks off VLCT's 2010 health promotion programs. Included is a briefing on the wellness incentive programs as well as the introduction of two new pedometer programs. This half-day workshop is free to wellness coordinators and includes lunch. Existing and new coordinators are welcome!

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## FEBRUARY 2010

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Thursday, February 4, Vermont Interactive Television

## **Variations on a Theme: Guiding Development Through Planned Unit Development Bylaws** *(Sponsored by the VLCT Municipal Assistance Center and Vermont's Regional Planning Commissions)*

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Planned unit development (PUD) language can supplement an existing bylaw or bind future development to an approved stand-alone master plan. As a planning tool, PUD has many applications beyond open space preservation and clustered development. This workshop will explore the broad, enabling legislation and how towns are using the PUD process to achieve various development goals. It is delivered in the evening via interactive television and is co-sponsored by Vermont's Regional Planning Commissions and the Vermont Association of Planning and Development Agencies.

Wednesday, February 17, 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.

Wednesday, February 24, 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 at the Vermont Legislature.

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## MARCH 2010

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Wednesday, March 10, Vermont Interactive Television

## **Making the Most of Municipal Planning Data Resources** *(Sponsored by the VLCT Municipal Assistance Center and Vermont's Regional Planning Commissions)*

A town uses a variety of data to help develop the town plan and other planning documents. How to apply or analyze this information effectively to guide decisions on economic and housing growth, natural resources, transportation, and facility planning can sometimes mystify the citizen planner. This instrumental workshop will examine how to find and apply readily available census and other planning resource data to help develop planning policy. The workshop is delivered in the evening via interactive television and is co-sponsored by Vermont's Regional Planning Commissions and the Vermont Association of Planning and Development Agencies.

Tuesday, March 23, Hartford Town Offices

Thursday, March 25, Milton Town Offices

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

This half-day 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 and an introduction to governmental accounting and financial reporting, banking services, payroll, and benefits.

Saturday, March 27, Lake Morey Inn, Fairlee

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

The Selectboard Institute will focus on the fundamentals of municipal governance such as understanding the municipal organization, essentials of municipal law, running effective meetings, and managing the town budget.

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## APRIL 2010

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Tuesday, April 27, Hartford Town Offices

Thursday, April 29, Milton Town Offices

## **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.

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## MAY 2010

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Tuesday, May 4, Hartford Town Offices

Thursday, May 6, Milton Town Offices

## **Basic Governmental Accounting** *(Sponsored by the VLCT Municipal Assistance Center)*

Rescheduled  
from 11/17/09  
and 11/19/09

What really happens when you enter data into your accounting software? Do you know what to do if the results don't look right? This workshop will unravel the mysteries of debits and credits and analyze various accounting transactions that are common in municipal government. We will set up a basic Excel spreadsheet to record the transactions and use that spreadsheet to prepare a balance sheet and an income statement. Learn what happens "behind the scenes" in your accounting software.

Wednesday, May 5, Capitol Plaza, Montpelier

## **Town Health and Service Officers' Workshop** *(Sponsored by the VLCT Municipal Assistance Center)*

This workshop will focus on the legal requirements and fundamental roles of both town health officers and town service officers. State resources available to these local officials as well as timely topics will be covered.

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