The Selectboard Resources Compendium

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The following is a list of resources to consider including as you prepare a compendium of resources for your selectboard. Start with available documents and add to the compendium over time.

1. Local Officials and Contact Information (page from Town Report or form to fill in that includes terms and dates)
2. List of Employees by Department and Organization Chart, if available
3. Selectboard Roles and Responsibilities (VLCT Resource)
4. Town Report
5. Quick Guide to Open Meeting Law & Sample Executive Session Motions (see OML FAQs)
6. Pledge on Member Conduct (VLCT Resource)
7. Rules of Procedure for Meetings (VLCT Resource)
8. Adopted Ordinances
9. Adopted Policies
10. Adopted Local Emergency Management Plan (LEMP)
11. Local Emergency Management Plan Adoption Form
12. Adopted Local Hazard Mitigation Plan (LHMP - if applicable)
13. Adopted Town Plan
14. Adopted Capital Improvement Plan (CIP, if applicable)
15. Budget
16. Previous Year's Audit
17. Capital Improvement Budget
18. Town Highway Map (Vermont Agency of Transportation)
19. Culvert and Bridge Inventory (Regional Planning Commission)
20. Property and Equipment Inventory from Property And Casualty Intermunicipal Fund (PACIF)
21. VLCT Resources (Municipal Assistance Center (MAC)/Municipal Operations Support (MOS)/Advocacy)/Contact Information
22. How to File a Claim with PACIF (property damage and workers compensation).

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23. VLCT PACIF Risk Management Services Available (including Employment Practice Liability [EPL] Consultations, Construction Contract Review, Safety & Risk Consultation). Use PACIF Distinctions and Programs.
24. What to look for when reviewing expense warrants
25. Internal control checklist from PACIF application
26. Internal Financial Controls Checklist for Municipalities per 24 V.S.A. § 1571(d)
27. VLCT Municipal Calendar

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