

The Selectboard Resources Compendium

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. [Local Emergency Management Plan Adoption Form](#)
11. Budget
12. Previous Year's Audit
13. Capital Improvement Budget
14. [Town Highway Map](#) (Vermont Agency of Transportation)
15. [Culvert and Bridge Inventory](#) (Regional Planning Commission)
16. Property and Equipment Inventory from Property And Casualty Intermunicipal Fund (PACIF)
17. VLCT [Resources](#) (Municipal Assistance Center (MAC)/Municipal Operations Support (MOS)/Advocacy)/[Contact Information](#)
18. [How to File a Claim with PACIF](#) (property damage and workers compensation).
19. VLCT PACIF Risk Management Services Available (including [Employment Practice Liability \[EPL\] Consultations](#), [Construction Contract Review](#), [Safety & Risk Consultation](#)). Use [PACIF Distinctions and Programs](#).
20. What to look for when reviewing expense warrants.
21. Internal control checklist from PACIF application.
22. [Internal Financial Controls Checklist for Municipalities](#) per [24 V.S.A. § 1571\(d\)](#)
23. [VLCT Municipal Calendar](#)

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