New Officials: Getting Started Guide

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Congratulations on winning election to Vermont local government! You likely ran for office because of an opportunity you wanted to be a part of, a problem you wanted to address, or simply to give back and serve your community. Now that you've been serving your municipality for a while, you've probably encountered something unexpected, an issue you didn't know about, or a rule you must follow. VLCT and all our staff are here to help you with those surprises, along with anything else you need to do your job successfully.

What to Do First?

Activate your Municipal Access Portal (MAP) account. Go to vlct.org/login and click on the "Forgot Password?" button. Your username is your first and last name with no space (e.g., TedBrady). If you need assistance, contact VLCT's Membership Coordinator, Jeremy Weiss, at jweiss@vlct.org or 802-229-9111.

Use the Related Links menu (in the teal panel) to view the online versions of all the information included in your new official welcome packet.

Jump to Resources and Assistance

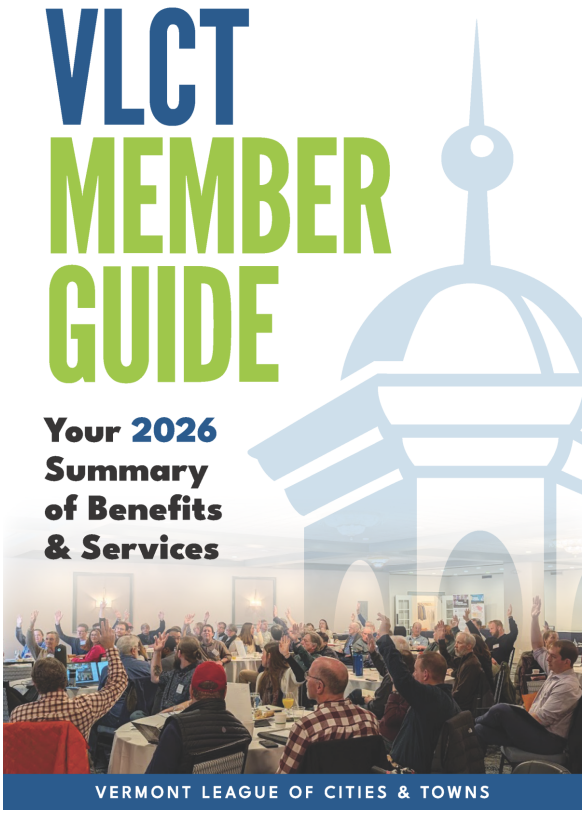
Discover What VLCT and PACIF Have For You!

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VLCT Member Guide

The benefits of VLCT membership are so diverse and deep that we have developed this lively, friendly summary, the ***2026 VLCT Member Guide***. It can be especially helpful for new officials just getting acquainted with VLCT and all that we offer.

As a member, when you have a question or need a service, **feel free to call us at 800-649-7915** or **email** info@vlct.org.



PACIF Distinctions and The Power of Pooling

PACIF, the Property and Casualty Intermunicipal Fund of the Vermont League of Cities and Towns, is a member-owned **risk-sharing pool** that exists for the sole benefit of Vermont municipal entities.

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This summary helps officials understand the many aspects of PACIF coverage.



Explore Resources and Assistance

Assistance

As a VLCT member, you have direct access to our expert staff for support on a wide range of needs – from quick questions and legal inquiries to project development and human resources consulting. No matter the challenge, we're here to help you find solutions and move your community forward.

- Ask a Question

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- Member Legal Inquiry Service
- Municipal Operations 1-on-1 Help
- Human Resources Consulting
- Law Enforcement Consulting
- Loss Control and Safety Consulting

Resources

VLCT offers a wide range of resources, which we update as Vermont law changes, to help members understand key topics and navigate local policies with confidence. From guidance documents to model policies, you'll find the tools you need to support effective, informed decision making. **vlct.org/resources**

Handbooks

Open Meeting Law

Governance

Model Ordinances and Policies

Grants and Funding

All Topics

Trainings and Events

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VLCT trainings and events will help you build knowledge about not only your legal responsibilities, but also provide practical guidance you need. Join us to stay informed, sharpen your skills, ask questions, and learn from others facing the same challenges as you.



Ongoing Series

We host several meeting series that let you dive into key topics, connect directly with VLCT staff, and learn from the experiences of fellow local officials. Whether held bimonthly, weekly, or something in between, these sessions are a great way to stay current, ask questions, and build your network. **vlct.org/events**

Training & Events | Current Trainings and Events | On Demand Training (Store)

Annual Trainings

The trainings below are the general annual offerings and planned upcoming training. They are subject to change. View currently available training options via the On Demand Training (Store) tab and the Current Training & Events tab.

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- Town Meeting Preparation: Articles & Warning Legal Requirements and Deadlines (Jan-Feb)
- Open Meeting Law Basics (Varies/On Demand)
- Introduction to Casebuilder (March & November)
- Selectboard Essentials (April)
- Risk Management for Highway Supervisors (Spring, Summer, and Fall)
- Unemployment Insurance Best Practices (May)
- Spring Planning & Zoning Forum (May)
- Effective BCA Property Tax Appeal Hearings (Spring/May)
- Ordinance Adoption and Enforcement (July)
- Municipal Budgeting and Borrowing (August/September)
- Town Fair (October) *Learn more about VLCT's annual conference.*
- Board of Abatement Overview (October)
- How to Read Your Audited Financial Statements (November)

Ongoing Series

Find the currently available series via the On Demand Training (Store) tab and the Current Training & Events tab.

- Regional Selectboard Meet-Ups (In Person)*
- Workplace Matters*
- Advocacy Chat
- Attorney Office Hours*
- Municipal Finance Essentials for Treasurers (*2026 Invite Only Pilot Series*)
- CHIP: Introduction and Project Development
- CHIP Monthly Office Hours
- Governing All with Skill: Where Leadership Meets Wisdom

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*Series is only available to attend live.

Training & Events Calendar

On Demand Training

On demand training is a member-only benefit. Please log in to the Municipal Access Portal to view all available offerings. Get login help.

PACIF Insurance

Learn about your risk pool and value it provides. Read about PACIF Distinctions.

Risk Pool Advantages

Coverage Products

Claims Assistance

Loss Control

Human Resources

Law Enforcement

Legislative Advocacy

Learn about how proposed legislation will affect your town and offer input as that legislation is formed and moves through the statehouse. As a municipal official, your voice is one of the most listened to in Montpelier. Members of the Legislature, the Governor, and state agencies care about what you say and genuinely want to help you be successful. VLCT has two full-time lobbyists that are in the statehouse every day of the legislative session talking about transportation funding, public safety,

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housing, and more. They depend on your voice to make their advocacy effective.

Read the Weekly Legislative Reports

Register for the Advocacy Chats

Registration is only live December - May. Visit vlct.org/events

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