Selectboard Institute

Saturday, March 21, 2020 8:30 am to 3:00 pm

**Event Location:**
Capitol Plaza
100 State Street
05602 Montpelier, VT
See map: [Google Maps](https://www.google.com/maps)

**Cost:**
Early Bird: $68.00 PACIF Members; $98.00 VLCT Members; Add $10.00 after the registration deadline.

**Event Coordinator**
Lisa Goodell, Conference Coordinator
(802) 229-9111
[info@vlct.org](mailto:info@vlct.org)

**Registration Deadline:**
Friday, March 13, 2020
[Register for this event](#)
Description:

This annual workshop provides new and returning selectboard members with the essential knowledge they need to effectively, and legally, manage the affairs of their town. Speakers will be focusing on the fundamentals of municipal governance and issues facing selectboards. We will also provide an overview of the municipal-VLCT relationship and membership benefits, legislative updates from the VLCT Advocacy team, and an update from the insurance trusts for PACIF & VERB members. Topics may include municipal organization, essentials of municipal law, running effective meetings, managing the town budget, effects of recent legislation, and municipal liability risk mitigation.

Agenda:

8:15   Registration Opens - Visit display tables and enjoy a light breakfast.

8:55   Welcome and Overview
        Maura Carroll, Executive Director, VLCT and Abby Friedman, Director, VLCT Municipal Assistance Center

9:05   Selectboard Roles and Responsibilities
        In this session, Municipal Assistance Center attorneys will provide a broad overview of the legal authority of the selectboard as well as its statutory duties. Topics will include Dillon’s Rule; the selectboard’s roles and responsibilities; and the relationship between the selectboard, town employees, and other elected and appointed officers.  
        Garrett Baxter, Senior Staff Attorney, VLCT Municipal Assistance Center

10:00  Break and Visit Display Tables

10:15  Breakout Sessions (select one):
           Vermont Local Roads Branch Manager Stu Johnson will explain how Vermont Local Roads can help towns and road crews be more efficient and keep safe while complying with rules and regulations. The wide-ranging discussion may include new equipment, materials, technology, techniques, compliance, public and human relations, the Municipal Roads General Permit, and capital planning.
           Stu Johnson, Branch Manager, Vermont Local Roads Program, Agency of Transportation

        2. Statewide Purchasing and Contracting Opportunities
           Municipalities are eligible to use statewide contracts and pricing for goods and services through the state Office of Purchasing and Contracting. Learn how to access and use the services and contracts of OPC as well as their free resources and purchasing assistance.
           Trevor Lewis, State Contract Procurement Administrator, Vermont Office of Purchasing and Contracting, Department of Buildings and General Services
11:00  Risk Management Services Overview and Updates  
Joe Damiata, Director, VLCT Risk Management Services

11:15  Let the Sunshine In: Transparency and Openness in Local Government  
Laws requiring openness and access to government are called “Sunshine Laws.” In Vermont, matters of local government frequently invoke the Open Meeting Law, the Public Records Act, and conflicts of interest requirements, often simultaneously. In this session, we will summarize each of these three areas of law and the legal obligations they create for selectboards.  
Garrett Baxter, Senior Staff Attorney, VLCT Municipal Assistance Center  
Carl Andeer, Staff Attorney II, VLCT Municipal Assistance Center  
Susan Senning, Staff Attorney I, VLCT Municipal Assistance Center

12:15  Lunch (provided) with Legislative Update by Karen Horn, VLCT Director of Public Policy and Advocacy, and Visit Display Tables

1:15  Effective Communication and Effective Meetings  
Selectboards must comply with the Open Meeting Law whenever they discuss and take action on town business. Engaging in civil discourse while discussing policy differences and controversial topics with each other and members of the public can be challenging. This session will review strategies for working through tough conversations to reach agreements while meeting legal requirements. We will also review best practices for managing and resolving conflicts and discuss options when resolution is clearly not attainable.  
Paul Dickin, MEd, CEO and Senior Consultant, Cope & Associates, Inc.  
Susan Senning, Staff Attorney I, VLCT Municipal Assistance Center
Afternoon Breakout Sessions (select one)

1. **How Can Selectboards Get It All Done? Meet Town Managers and Administrators**
   Town government operations continue to grow more complex alongside state and federal legal requirements. Some towns have adopted the town manager form of government or hired town administrators to help manage day-to-day operations so selectboards can focus on policy decisions. This session will describe the legal differences between town managers and administrators and town officials will share best practices for working together to accomplish town business.
   **Billy Adams, Selectboard Member, Town of Stowe**
   **Carl Andeer, Staff Attorney II, VLCT Municipal Assistance Center**
   **George Putnam, Selectboard Member, Town of Cambridge**
   **Charles Safford, Town Manager, Town of Stowe**

2. **Emergency Management - Keeping Essential Services and Operations Running During a Disaster**
   Having planning and preparedness strategies in place are essential for effective emergency response and mitigation. In this session, Vermont Emergency Management will discuss business continuity strategies to maintain essential services and operations during various types of emergencies. They will also talk about identifying essential functions, physical and electronic business processes, asset protection, and supports for maintaining essential operations.
   **Emily Harris, Interim Engagement Section Chief, Vermont Emergency Management, Department of Public Safety**

3:00 Visit Display Tables and Complete Evaluations

3:30 Conclusion

Links
[2] mailto:info@vlct.org