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MAC Onsite Training

Municipal Assistance Center Onsite Trainings

VLCT MAC staff members are available to deliver low cost onsite training workshops to municipal officials in their own offices across the state. Workshops are approximately two hours in duration and can be delivered in the evening, afternoons, or in place of a local board or commission’s regularly scheduled meeting. Neighboring municipalities are welcome to get together to share workshop costs.

Contact us to discuss a customized workshop to meet your municipalities needs. To discuss options or schedule a workshop, please contact Abigail Friedman at afriedman@vlct.org [1] or call 800-649-7915.

Municipal Law and Governance	Roles and Responsibilities of Boards and Officers
<ul style="list-style-type: none"> • Complying with the Open Meeting Law • Managing Conflicts of Interest • Public Records Act Compliance • Effective Property Tax Assessment Appeal Hearings • Ordinance Adoption and Enforcement • Inter-local Agreements • Municipal Charter Adoption and Amendment 	<ul style="list-style-type: none"> • Selectboard and Municipal Manager/Administrator • Board of Civil Authority • Board of Abatement • Planning Commission • Development Review Board/Zoning Board of Adjustment • Relationship between the Selectboard and Independently Elected Officers
Land Use	Financial Management and Human Resources
<ul style="list-style-type: none"> • Conducting Effective Land Use and Hearings • Field Guide to Adopting and Amending the Town Plan and Bylaws • How to Make and Write an Effective Land Use Decision • Managing Conflicts of Interest in Local Land Use Decisions • Adopting Local Act 250 Review * • Is a Development Review Board Right for Our Town? * • Should Our Town Adopt On the Record Review? * • Should Our Town Adopt Zoning? * 	<p>Financial Management</p> <ul style="list-style-type: none"> • Adopting Financial Policies • Internal Controls and Fraud Risk Assessment • Capital Planning and Budgeting <p>Human Resources</p> <ul style="list-style-type: none"> • Supervisor Training • Hiring Well • Performance Management

VLCT Member Cost

VLCT Non-PACIF Members \$825

VCLT Members receive exclusive access to low cost municipal assistance trainers at their town offices.

VLCT PACIF Member Cost

VLCT PACIF Members \$415 (*not eligible for PACIF discount)

In addition to the PACIF discount PACIF members may be eligible for scholarship assistance for some workshops. Check out the [PACIF Grants and Scholarships](#) [2] page for more information and application materials.

Links

[1] <mailto:afriedman@vlct.org>

[2] <https://www.vlct.org/loss-control-programs/pacif-grants-and-scholarships>