

Joe Colangelo

From: Liz Lepore <llepore@vlct.org>
Sent: Monday, September 23, 2013 12:35 PM
To: Liz Lepore
Cc: Abigail Friedman; Theresa Bachand; Lisa Goodell
Subject: FW: VLCT Workshop Announcement - Fall Selectboard Institute

VERMONT LEAGUE OF CITIES AND TOWNS

PRESENT

FALL SELECTBOARD INSTITUTE

Saturday, October 19, 2013
Killington Grand Hotel, Killington
and
Saturday, November 2, 2013
DoubleTree Hotel, South Burlington

WHO SHOULD ATTEND AND WHY

The new *Fall Selectboard Institute* will expand our training on the unique roles and responsibilities of Vermont selectboard members. This workshop includes timely town meeting preparation topics of drafting articles, preparing the warning and dealing with petitioned articles, as well as preparing and managing the annual budget. In addition, the important topics of employee termination and ordinance adoption and enforcement will be reviewed. Designed for both newly elected and seasoned members, the program is highly interactive and allows members to learn from each other's experiences.

REGISTRATION FEE (PER PERSON) PER WORKSHOP

\$60.00 VLCT PACIF Members

\$90.00 VLCT Members

\$150.00 Non-Members

TO REGISTER [click here](#)

If you have any questions regarding registration, please call 800-649-7915.

REGISTRATION DEADLINE IS OCTOBER 11, 2013*

* Please include an additional \$10.00 per person for registrations received after the deadline above.
For a full refund, please cancel in writing by the same deadline.

Agenda

8:30 Registration (coffee and light breakfast provided)

9:00 Welcome and Overview of the Day
Abby Friedman, Director, VLCT Municipal Assistance Center

9:05 Preparing for Your Town Meeting
The annual Vermont town meeting is an essential governmental function for which local officials and voters have specific legal responsibilities. Most responsibilities for preparing for town meeting are vested with the selectboard. This session will focus on the dates and deadlines that must be met as town meeting approaches, drafting articles and preparing the warning, handling petitioned articles, and what must be included in the town report.
Jim Barlow, Senior Staff Attorney, VLCT Municipal Assistance Center

10:30 Break

10:40 Municipal Budgeting – Preparation and Implementation
Municipal budgets are one of the more important and fundamental responsibilities local officials have. This session will review the budget process, from discussions of good budgeting practices and developing the budget document, to presenting the budget at town meeting and implementing the budget during the year. It will also include a review of monthly financial statements as a tool to managing the town's finances.
Bill Hall, Senior Financial Consultant, VLCT Municipal Assistance Center

11:45 Lunch (provided)

12:30 Employee Termination
For better or worse, there are some employees who inevitably must be terminated. This session will focus on developing and implementing proper termination procedures. Particular attention will be paid to respecting the possible due process rights of employees and conducting an efficient termination process that can withstand a legal challenge.
Garrett Baxter, Staff Attorney II, VLCT Municipal Assistance Center

1:45 Municipal Ordinance Adoption and Enforcement
Municipalities have the unique authority to adopt civil and criminal laws. While a well-written and effectively enforced municipal ordinance can be a significant benefit, an improperly drafted or enforced local ordinance may inadvertently do great harm and result in significant liability for your town. This session will focus on the legal authority to enact local ordinances, how the enactment and enforcement processes work, and how municipal fines are collected.
Jim Barlow, Senior Staff Attorney, VLCT Municipal Assistance Center

2:55 Complete evaluation

3:00 Conclusion