



Vermont League of Cities & Towns
TOWNFAIR 2017



CONFERENCE & EXHIBITION

**October 4-5, 2017
Killington Grand Hotel
Killington, Vermont**

Vermont League of Cities & Towns **TOWNFAIR2017**



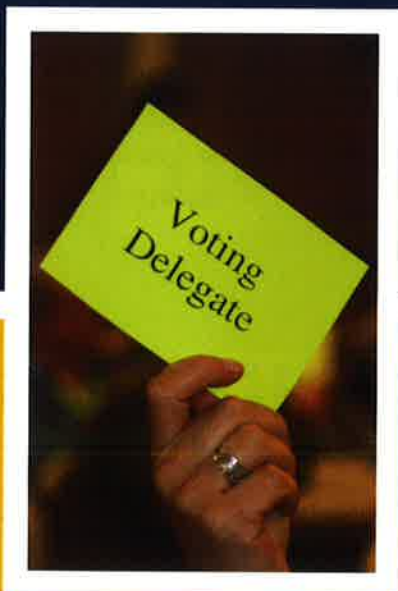
WHY SHOULD YOU ATTEND TOWN FAIR?

Town Fair, VLCT's annual trade show and conference, has something for everyone this year. It features over twenty training sessions that were created based on specific requests and feedback from municipal officials. The two most requested topics, Human Resources and Economic Development, will have their own training tracks. You can choose to experience the complete track or attend just one or two sessions. Town Fair will also feature workshops on social media, water quality, the Better Roads Program, Vermont's Open Meeting Law, and more topics that are important to local officials. Look elsewhere in this program for details, or visit our website, vlct.org, for the most up-to-date information.

HIGHLIGHTS

- Training and exhibitors in one building
- Roundtable discussions at lunch
- Continuing Education Credits and CLE Credits (Please email info@vlct.org to verify which credits will be available)
- Attend one or both days
- Free to attend on Wednesday
- Thursday's program features a morning welcome and keynote address
- Two training tracks: Human Resources and Economic Development

VLCT ANNUAL MEETING AND ADOPTION OF THE 2018 MUNICIPAL POLICY



VLCT's municipal legislative policy will be discussed and adopted by the membership. We urge one voting delegate per member city or town to participate. All members are welcome to attend and speak; non-members may observe and speak when recognized by the group in accordance with VLCT bylaws. The voting delegate form is available to download on the VLCT website, vlct.org.

WEDNESDAY

1:30-4:00

VLCT Annual Meeting and Adoption of the 2018 Municipal Policy

Location: Northstar

VLCT's municipal legislative policy will be discussed and adopted by the membership. We urge one voting delegate per member city or town to participate. All members are welcome to attend and speak; non-members may observe and speak when recognized by the group in accordance with VLCT bylaws. This portion of Town Fair is free to attend.

4:00-7:00

Reception in Exhibit Hall

Location: Oscar Wilde Ballroom

Immediately following the VLCT Annual Meeting, attendees will be able to mingle with colleagues and exhibitors in the Exhibit Hall. View the exhibits and collect a few giveaways before the rush of people on Thursday. Refreshments and a cash bar will be available. This portion of Town Fair is free to attend.

THURSDAY

8:00 - 11:00

Registration

Location: Killington Grand Hotel, Lower Lobby

8:00 - 11:00

Meet and Greet at the Conversation Café

Location: Oscar Wilde Ballroom

Enjoy a continental breakfast sponsored by People's United Bank.

8:00 - 3:30

Visit the Exhibit Hall

Location: Oscar Wilde Ballroom

CONCURRENT SESSIONS

8:30



Economic Development Success Stories

Location: Northstar I

This session will focus on successful economic development projects of small and rural communities. Learn how towns have created economic development initiatives that work regardless of size, and what you can do to make your community thrive.

8:30

Vital Records - Sponsored by VMCTA

Location: Northstar II

Representatives from the Vermont State Archives and the Vermont Department of Health will discuss Act 46, Vermont's new vital records statute, and municipalities' responsibilities to it. A lively Q&A session is anticipated.

Speakers: Tanya Marshall, State Archivist, Vermont State Archives and Records Administration; Richard McCoy, Public Health Statistics Chief, Vermont Department of Health

8:30



Municipal Human Resources Meeting

Location: Gateway I

Join your municipal colleagues for a session of HR news and networking. Whether you're brand new to your role or a seasoned professional, if you handle any aspect of human resources administration or management for your municipality, this casual yet informative session will be an excellent way to kick off your day. Get the latest HR news and legal updates, share stories with peers, and pick up your VLCT Human Resources Toolbox as an added bonus.

Speaker: Jill Muhr, Human Resources Consultant, VLCT Municipal Assistance Center



Economic Development Track



Human Resources Track

KEYNOTE

Future Trends Affecting Local Governments



SPEAKER: Matt Thornhill,
Institute for Tomorrow

Matt Thornhill is a futurist, generational expert, author, and a managing partner of SIR's Institute for Tomorrow, a think tank dedicated to helping organizations and communities learn what's coming and what to do about it today. Matt's meaningful insights help organizations and communities plan for tomorrow. He will talk about "the future we already know," focusing on key trends in demographics, society, and culture that will affect every community.

Matt has appeared on NBC Nightly News, CBS Evening News, MSNBC, NPR, CNBC, and in stories in The New York Times, The Wall Street Journal, USA TODAY, Time magazine and many other publications.

THURSDAY CONTINUED

8:30

Open Meeting Law and Social Media

Location: Gateway II

Is it possible for municipal officials to use group email without violating the Open Meeting Law? Can selectboard members post to Front Porch Forum? Who should be able to post to the town's Facebook page? These questions and more will be addressed in this session about the use of social media within the legal constraints imposed by Vermont's Open Meeting Law.

Speaker: Carl Andeer, Staff Attorney I, VLCT Municipal Assistance Center

8:30

Vermont DEC Municipal Road General Permit

Location: Escapade I

This session will cover the Municipal Road General Permit (MRGP), one of several new Vermont Clean Water Act (Act 64) requirements. Our presenter will discuss the draft MRGP framework, the latest MRGP practice standards and implementation triggers, MRGP timelines, the road erosion inventory, the implementation plan spreadsheet template, and annual reporting. Towns may begin to apply for coverage under the MRGP in July 2018.

Speaker: Jim Ryan, DEC Municipal Roads Program Coordinator, Vermont Department of Environmental Conservation

8:30 Live from the General Assembly, it's VLCT Advocacy!

Location: Escapade II

VLCT Advocacy will highlight legislative activity from the 2017 legislative session, summarize their expectations for 2018, and answer any questions you have about the legislature, legislative changes past and present, and the policies VLCT will focus on next year.

Speakers: Karen Horn, Director, Public Policy and Advocacy; Gwynn Zakov, VLCT Public Policy Advocate

9:30 Keynote: Future Trends Affecting Local Governments

Location: Northstar

Speaker: Matt Thornhill, Institute for Tomorrow

CONCURRENT SESSIONS

10:30 PACIF and VERB Trusts Annual Meeting

Location: Northstar II

10:30 Police Chiefs' Annual Meeting

Location: Escapade II

11:00 Emerging Trends in Law Enforcement

Location: Escapade II

Over the last three decades, law enforcement has faced an ever-growing amount of civil litigation with respect to the high-risk, critical tasks in law enforcement. While there is no magic formula for law enforcement agencies to eliminate all risk of liability lawsuits, you can take a number of steps to reduce the risk of lawsuits and make them more defensible when they occur. Visit vlct.org for a list of the topics that will be covered in this session.

Speaker: Jack Ryan, Legal and Liability Risk Management Institute

11:00 ED Vermont's Workforce Supply Gap: Can we fill it?

Location: Northstar I

How do we find 11,000 new people to enter the labor market? What strategies should we use? How do we attract new Vermonters to our state? How do we do this in all regions of the state? Vermont's population and workforce have grown too slowly to meet demand, and the future of our economy depends on filling this gap. Join the Vermont Futures Project to help solve the workforce supply gap.

The Vermont Futures Project will present data and recommendations to address this talent supply issue and explore with Town Fair attendees ideas to answer these questions in breakout sessions. Add your recommendations to the growing list of solutions. Vermont's economy runs on great people and your suggestions are needed here to create a robust economic future for our state.

Speakers: Representatives from the Vermont Futures Project



THURSDAY CONTINUED

11:00



Maneuvering Medicare

Location: Gateway I

Learn how to maneuver in the complex world of Medicare and what steps you must take when employees or retirees become eligible for Medicare. Our presenter will thoroughly explain the three basic parts of Medicare – A, B, and D – and highlight what options are available in the group and individual markets.

Speaker: Derek Obrey, Consumer and Business Support Services Supervisor, Blue Cross Blue Shield of Vermont

11:00

Keep Up: Planning and Managing Social Media

Location: Gateway II

Social media is entering a second decade of use, yet it can still be difficult to master. What and where should you post? How do you incorporate social media into your overall communications plan? How do you keep up with the times? In this workshop, you'll learn how to better communicate with your constituents to create a vibrant online and offline community. This fast-paced presentation, geared toward those who are building or maintaining their social media accounts, will provide tools and tips that you can put into action today.

Speaker: Sara Munro, Chief Collaboration Officer and Owner, Bay Haven Consulting

11:00

Managing Conflicts of Interest

Location: Escapade I

Conflicts of interest – real or perceived – are inevitable, especially in small towns. To help elected and appointed municipal officials address these conflicts, VLCT's Municipal Assistance Center developed a model Conflict of Interest Policy. In this session, we will summarize the policy and touch upon the legalities and best practices for managing conflicts of interest when they arise. We will also highlight how the State's new ethics law affects municipalities.

Speaker: Garrett Baxter, Senior Staff Attorney, VLCT Municipal Assistance Center

11:00

VALA-Sponsored Training

Location: Snowshed Highlander

Please see vlct.org for details on this training.

Speaker: George Sansoucy, P.E., George Sansoucy, LLC

12:15

Lunch

Location: Snowshed Ballroom (across the bridge)

Topic Tables: Topics will be identified on each table so that attendees can sit with others who want to discuss the same subject.

1:30

Dessert

Location: Exhibit Hall

CONCURRENT SESSIONS

1:45



Effective Public Communication

Location: Northstar I

Communicating with the press and the public can be difficult for municipal officials who have to deal with contentious issues. Hear from a panel of experts about how to get your message out to the public, communicate with the press, and learn about legal requirements of Vermont's Public Records Law.

Speakers: Municipal Representative, Attorney TBD, Press Representative



Economic Development Track



Human Resources Track

ECONOMIC DEVELOPMENT TRACK

8:30

Economic Development Success Stories

Hear from communities that have undertaken successful economic development projects.

11:00

Vermont's Workforce Supply Gap: Can we fill it?

How do we find 11,000 new people to enter the labor market? Speakers from Vermont Futures Project will present data and recommendations, and explore with Town Fair attendees ideas to answer these questions in breakout sessions.

1:45

Effective Public Communication

Communicating with the press and the public can be difficult for municipal officials dealing with contentious issues. Hear from a panel of experts about how to comply with the law, communicate with the press, and get your message out to the public.

3:15

Young People in Your Town

Members of the Rutland Young Professionals will discuss how to make your town more welcoming to newcomers, including young professionals and growing families.

Location: Northstar I

HUMAN RESOURCES TRACK

8:30

Municipal Human Resources Meeting

Join your municipal colleagues for a session of HR news and networking.

11:00

Maneuvering Medicare

Learn how to maneuver the complex world of Medicare.

1:45

Multiple Generations in the Workplace

Intergenerational differences are evidence that our culture is in transition. Learn how to attract and keep the talent we want in our municipalities without alienating the other generations.

3:15

Employment Practices "Dos and Don'ts"

Employment practices claims (such as unlawful termination, harassment, or discrimination) can be extremely expensive. Hear from Kerin Stackpole and Kaveh Shahi, seasoned attorneys who participate in VLCT PACIF's Employment Practices Liability Assistance Program, along with Kelly Kindestin, VLCT Property and Casualty Claims Manager, who has over twenty years of municipal claims management experience.

Location: Gateway I

TOWN FAIR 2017 SPONSORS THANK YOU!



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Announcement



VLCT Employment Resource and Benefits Trust, Inc. (VERB)



2017 Annual Meeting of the Membership

Thursday, October 5, 2017

10:30 A.M. to Noon

Northstar II Conference Room

Killington Grand Hotel

Killington, Vermont

The Directors of the VLCT Employment Resource and Benefits Trust, Inc. (VERB) invite all member municipalities to the Trust's Annual Meeting, which will take place on Thursday, October 5, 2017 as part of VLCT Town Fair. Because your participation at the Annual Meeting helps the Board understand and address the issues that are important to you, **the VERB Directors request that your municipality send one or more representatives to the meeting.**

Now nearing the completion of its 3rd year of operation since merging the VLCT Health Trust, Inc. and VLCT Unemployment Insurance Trust, Inc., VERB continues to offer unemployment insurance and other group insurance coverages (including health, dental, life, vision, and disability) and various human resource management and employee welfare benefits programs and services.

We will hold this meeting in conjunction with the Annual Meeting of the VLCT Property and Casualty Intermunicipal Fund, Inc. (PACIF). This joint format gives all attendees the chance to learn more about VLCT's other Risk Management Services risk-sharing programs and to see how "one-stop shopping" for your town's municipal risk management needs has become synonymous with VLCT. This format also serves to save a little time so you won't miss out on other Town Fair programs and activities.

The annual meeting will include a report on the VERB Trusts' 2016 Financial Audit by Johnson Lambert, LLP. A summary of the audit will be distributed at the annual meeting. If you would like a full copy of the VERB Trust's 2016 financial audit please email our CFO, Michael Gilbar, at mgilbar@vlct.org.

Enclosed you will find a preliminary agenda (**Goldenrod**), the 2016 VERB Trust Annual Meeting Minutes (**Pink**), and a board nomination form with an explanatory letter (**White** and **Gray**).

We look forward to seeing you on October 5th at Town Fair!



*Serving and
Strengthening
Vermont Local
Governments*

**VLCT PROPERTY AND CASUALTY INTERMUNICIPAL FUND, INC.
&
VLCT EMPLOYMENT RESOURCE AND BENEFITS TRUST, INC.**

2017 ANNUAL MEETING OF THE MEMBERSHIP

**THURSDAY, OCTOBER 5, 2017
NORTHSTAR II CONFERENCE ROOM
KILLINGTON GRAND HOTEL
KILLINGTON, VERMONT
10:30 AM TO NOON**

AGENDA

- I. Welcome and Introduction**
- II. VLCT Employment Resource and Benefits Trust, Inc. (VERB)
Annual Business Meeting**
 - 1. Call to Order.
 - 2. Approval of Agenda.
 - 3. Approval of Minutes.
 - 4. Financial Audit Report.
 - 5. Report of the President.
 - 6. Staff Report.
 - 7. Report of the Nominating Committee.
 - 8. Election of Directors.
 - 9. Any Other Business.
 - 10. Adjournment.
- III. VLCT Property and Casualty Intermunicipal Fund, Inc. (PACIF)
Annual Business Meeting**
 - 1. Call to Order.
 - 2. Approval of Agenda.
 - 3. Approval of Minutes.
 - 4. Financial Audit Report.
 - 5. Report of the President.
 - 6. Staff Report.
 - 7. Proposed Bylaw Amendment.
 - 8. Report of the Nominating Committee.
 - 9. Election of Directors.
 - 10. Any Other Business.
 - 11. Adjournment.

Sponsor of:

VLCT Employment
Resource and Benefits
Trust, Inc.

VLCT Municipal
Assistance Center

VLCT Property and
Casualty Intermunicipal
Fund, Inc.

IV. Closing Remarks

**MINUTES OF THE JOINT ANNUAL MEETING OF THE MEMBERSHIP
VLCT PROPERTY AND CASUALTY INTERMUNICIPAL FUND
VLCT EMPLOYMENT RESOURCE AND BENEFITS TRUST, INC.
OCTOBER 6, 2016
CHAMPLAIN VALLEY FAIRGROUNDS - ESSEX JUNCTION, VERMONT**

PACIF Directors Present: Pat Scheidel, Brendan Whittaker, John Lawe, Joshua Powers, Carl Rogers, Stuart Hurd, Jackie Higgins, Mel Adams, Pete Johnson and Aaron Frank

VERB Directors Present: Bill Shepeluk, Kathleen Ramsay, Joseph Colangelo, Charles Safford, Todd Odit, Carrie Johnson, Joel Cope and Todd Provencher

A quorum was confirmed for both trust organizations represented by member sign-in.

VERB Trust President Bill Shepeluk called the meeting to order at 11:06 a.m. and asked for approval of the agenda with one amendment to switch items numbered 5 and 6 on the agenda.

Upon motion (Safford/Colangelo), duly adopted, the agenda was unanimously approved by the membership as amended.

Upon motion (Colangelo/Provencher), duly adopted, the minutes of the 2015 Joint Annual Meeting were approved by the membership.

Kristen Sharrow of Johnson Lambert reviewed a summary of the 2015 VERB Trust audit. For the UI program, contributions increased by 12% or \$85K, largely due to decreased member credits from prior year. Paid losses also decreased by 15%, and commissions decreased 17% due to members moving into the Exchange. \$302,925 was awarded in UI Program credits for 2015.

Upon motion (Safford/Adams), duly adopted, the report of the 2015 VERB Trust audit was unanimously accepted by the membership.

President Shepeluk introduced other members of the board. Mr. Shepeluk also discussed the recent changes over the last few years in health insurance and the resulting merge of the former Health and UI Trusts two years ago. President Shepeluk announced the board met yesterday to set rates for the UI program for 2017 and also decided to give credits back to the membership, details of which Ken Canning will review in the staff report. The trust also maintains ample surplus reserved in the event it may be required if the health insurance environment changes in the upcoming years.

Ken Canning provided the staff report to the membership. Mr. Canning noted that if any members wish to review the fully audited financial statements for the trusts for 2015, they are available on the VLCT web site. Mr. Canning congratulated President Shepeluk on 30 years of service to the Health and now VERB Trust boards. Mr. Canning also highlighted the various VERB Trust programs, pointing out the newest, Health Insurance Advisory Services, whereby members may contract with VERB for direct consulting services on health insurance and benefit programs. Mr. Canning also noted the board approved a 14% overall reduction in the UI program rates for 2017 at its meeting yesterday, and also voted to return \$350,000 to UI program participating members in the form of contribution credits.

There was a brief discussion from the memberships regarding funding from prior Health and UI Trusts and how those funds are now allocated. The board and staff confirmed that the trusts are combined and funds are therefore combined as well. However, in terms in the UI contributions and credits, only those participating in the program are considered and only those member claims are taken into account. Likewise, only those members contributing to the UI program may be eligible for credit.

Director Safford presented the Report of the Nominating Committee and slate of officers.

Upon motion (Safford/Cope), duly adopted, the members voted unanimously to accept the Report of the Nominating Committee and the slate of officers as presented with renewed three-year terms for directors Carrie Johnson, Joe Colangelo and Todd Odit.

Upon motion, duly moved and seconded, the members voted unanimously to adjourn the VERB Trust annual meeting at 11:44 a.m.

PACIF Trust President Pat Scheidel called the meeting to order at 11:45 a.m. President Scheidel introduced the other members of the board and congratulated Director Joshua Powers on 20 years of service to the board. Mr. Scheidel also requested an amendment to the meeting agenda to switch items 5 and 6.

Upon motion (Powers/Lawe), duly adopted, the agenda was unanimously approved by the membership as amended.

Upon motion (Adams/Powers), duly adopted, the minutes of the 2015 Joint Annual Meeting were unanimously approved by the membership.

Ms. Sharrow reviewed a summary of the 2015 PACIF audit. There was a 35% decrease in net position due to adverse loss development resulting from the new actuary's change in estimated reserves. Contributions remained consistent compared to prior year. The loss ratio was 119% for 2015, and investment income decreased by 96%. In 2015 the board designated \$500,000 in member credits and \$200,000 to the safety grant program.

Upon motion (Svec/Adams), duly adopted, the report of the 2015 PACIF audit was unanimously accepted by the membership.

President Scheidel provided a brief overview and history of the trust, detailing the protection it has provided to members over the years and also the tremendous returns it has been able to give back to its members since the trust's inception. He praised the services provided by the VLCT staff in support of the trust and also the valuable programs available to members, including the new Employment Practice Liability and WorkStrong programs.

Mr. Canning noted the copy of the PACIF and VERB Annual Report in the annual meeting folders. Mr. Canning also mentioned rates have stabilized for the PACIF Trust according a report of the actuary. As a result, the actuary is recommending only a 1% average increase in PACIF rates for 2017, although individual member rates will vary. The board will once again be returning \$700,000 to members in the form of a \$200,000 safety grant and \$500,000 in contribution credits. Although these results are not yet finalized, the board will vote on these proposed recommendations at their meeting on October 14th, and no changes are anticipated.

Mr. Canning also explained changes to Article V, Section 5.1.7 of the PACIF bylaws, included in the meeting packets. This is the third step in the process of implementing a formal member claim appeal process, so that if PACIF denies a claim, members will have a process to appeal outside of legal action. The PACIF board has already adopted a policy regarding this process, and the Department of Financial Regulation has approved changes to the PACIF coverage document incorporating the process. The final step is approval from the membership. There was a request from the membership to change the third word from "may" to "shall" in recommended language of the bylaw change.

Upon motion (Hawley/Hurd), duly adopted, the membership voted unanimously to accept the proposed changes to the PACIF bylaws as amended.

Mel Adams presented the report of the nominating committee and slate of officers.

Upon motion (Colangelo/Rogers), duly adopted, the members voted unanimously to accept the Report of the Nominating Committee and the slate of officers as presented with renewed three-year terms for Stuart Hurd, John Lawe, Pete Johnson and Neal Fox.

Upon motion, duly moved and seconded, the members voted unanimously to adjourn the PACIF Trust annual meeting at 12:09 p.m.

Respectfully submitted,

David Sichel
Assistant Secretary

Subject to Member Approval



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Vermont Local
Governments*

TO: VLCT Employment Resource and Benefits Trust Member Municipalities

FROM: Joe Damiata, Director of Risk Management Services

DATE: August 15, 2017

RE: Nominations to the Board of Directors

With the Annual Meeting on October 5, 2017 comes the election of directors for VLCT Employment Resource and Benefits Trust, Inc. (VERB). Two directors' terms are expiring on December 31, 2017. All VERB Board members serve three-year terms.

In accordance with VERB Bylaws, director positions are open to qualified officials of a participating municipality. "Qualified officials" means selectboard or city council members, clerks and treasurers or an elected or appointed official with responsibilities to select or administer human resources, employee health or welfare benefits, unemployment compensation, or other group insurance benefits for the member municipality. Duties include overall policy, fiduciary and management direction of the Trust. Board meetings are generally held between six and eight times a year at the VLCT Offices in Montpelier, and directors receive a stipend of \$150.00 per meeting, plus mileage reimbursement.

The position is a responsible one. The VERB Board of Directors sets policy and goals for the administration of VERB. This is vital as the Trust is operated for the mutual benefit of its member-owners. This form of governance is an important reason why VERB works and is responsive to the membership.

If you or another qualified municipal official in your city or town is interested in being nominated for an open director position, please complete the accompanying nomination form and return it to VLCT **no later than September 15, 2017**.

The VERB Board of Directors will consider all nominees and present its recommendations to the membership at the Annual Meeting on October 5, 2017.

Thank you for your consideration.

Sponsor of:

VLCT Employment
Resource and Benefits
Trust, Inc.

VLCT Municipal
Assistance Center

VLCT Property and
Casualty Intermunicipal
Fund, Inc.



VLCT Employment Resource and Benefits Trust, Inc.

Board of Directors Nomination Form

Nominee's name: _____

Municipality: _____

Mailing address: _____

Telephone: _____ Email: _____

Current municipal position: _____ Years in this position: _____

Other municipal involvement (include dates):

Other professional skills. Please comment on your background, if any, in such areas as insurance, risk management, finance, investments, marketing, or legal. You need not limit your comments to these areas.

Other information (such as your occupation, education, activities, or interests):

**Why do you want to serve on the VLCT Employment Resource and Benefits Trust Board?
What contribution do you feel you can make to this Trust?**

If you are **not the nominee** but are **recommending** this nominee, please complete the following:

Recommender's name: _____

Municipality: _____

Mailing address: _____

Telephone: _____ Email: _____

Current municipal position: _____ Years in this position: _____

Why are you making this recommendation?

How do you know the person you are recommending?

RETURN THIS FORM TO:

– or fax to (802) 229-2211 –

VERB Trust Board of Directors Nomination
Attn: Director, Risk Management Services
89 Main Street, Suite 4
Montpelier, VT 05602