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## Town Fair Registration is Open!

Town Fair, VLCT's annual conference, is your chance to learn from and connect with your municipal colleagues. This year, we're planning one in-person day followed by a full week of virtual content.

Register now or click the blue button to view the full agenda and see all that's in store for you at Town Fair 2021.

[Register](#)

[View the Schedule](#)

### Cost to Attend

**All Town Fair: \$100**

**In-Person, Sept 29: \$48**

Attendance at only the annual meetings (in-person or virtual) is FREE.

**Virtual, Oct 4-8: \$68**

*PACIF, VERB, and VLCT members should each designate a **voting delegate** at registration.*



**To: Vermont Selectboards and City Councils**  
**From: Miro Weinberger, President, VLCT Board of Directors**  
**Re: VLCT Annual Business Meeting Voting Delegates and Procedure**  
**Date: August 19, 2021**

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### Official Meeting Notice

As part of Town Fair, the Vermont League of Cities and Towns will hold its **annual business meeting on Wednesday, September 29, at 1 p.m.** The VLCT Annual Meeting will be a hybrid meeting, providing in-person programming at the **Doubletree at 870 Williston Road in South Burlington, Vermont**, and virtual participation using online conference software. The annual meeting will be held in conjunction with the VLCT Property and Casualty Intermunicipal Fund (PACIF) and the VLCT Employment Resource and Benefits Trust (VERB) annual meetings.

Any VLCT voting-member wishing to vote at the VLCT Annual Meeting must designate a representative by **Friday, September 17**. To ensure that all VLCT member cities and towns are properly represented and able to participate in the election of League officers, and any other item that may properly come before the membership, we are asking you – as your municipality's legislative body – to designate **one** official from your town as a **Voting Delegate** for the meeting. This designation will ensure that each town is heard and uses the vote to which it is entitled.

Please designate your Voting Delegate using the Town Fair registration site ([www.vlct.org/townfair](http://www.vlct.org/townfair)). Simply click register, and then select a ticket that corresponds to the Voting Delegate's intended participation preference (virtual or in-person). The Voting Delegate ticket is free and does not register the delegate for Town Fair. If you or other members of your municipality wish to participate in the in-person activities on the 29<sup>th</sup> or the virtual workshops offered the week of October 4<sup>th</sup>, be sure to select those corresponding tickets during registration.

In-person participants on Wednesday, September 29, may wish to also register for a training on election law changes from Secretary of State Jim Condos' office, lunch at the Doubletree Hotel and Conference Center, and other networking opportunities.

We are committed to taking every step possible to allow us to assemble safely. We know there is a high degree of uncertainty with the continually changing status of COVID-19 cases. **We encourage everyone to take precautions including getting vaccinated, wearing a mask, maintaining physical distance, and washing hands frequently.** We'll have more information to share once we are closer to the annual meeting date. We are also fully prepared to transition our in-person activities to virtual should the need arise.

Enclosure: 2021 VLCT Annual Meeting Governing Rules

## 2021 VLCT Annual Meeting Governing Rules

1. The Annual Meeting of the Vermont League of Cities and Towns shall be held at a specific time and place designated by the Board of Directors.
2. Quorum. The presence of officials representing 10 percent of the member towns and cities shall constitute a quorum.
3. Voting. Voting will occur by voice vote, in which case the official representing each full member in good standing, as may be designated by the legislative body of the member, shall cast one vote. A majority of the votes cast shall be necessary for a decision. A roll call may be required should seven or more full members demand one.
5. No official shall speak unless so recognized by the President, and shall address the President in the proper manner, e.g., "Mr. President." Only local officials of members who are in good standing as determined by the Credentials Committee of the Board of Directors may participate in the meeting.
6. To facilitate remote/virtual participation, this meeting will be hybrid, providing both an in person and virtual participation option. Any official who wishes to speak shall raise a hand – either in person or virtually. In the event a virtual participant has the ability to do so, they shall use the virtual "hand raise" feature on the meeting software. Otherwise, they shall remain on video and raise their hand until the moderator or President recognizes them. Officials will be recognized by the President and may then address the President, giving their name and the town or city they represent.
7. No official may speak a second time on an issue until all other members have had a chance to speak on that issue.
8. The President may set a limit on time for debating a question if the need arises.
9. Elections. Nominations of elective officers shall be made by a Nominating Committee; in addition, nominations may be made from the floor. The vote shall be by electronic voting in each case. Only qualified officials as defined by the Bylaws shall be eligible for election.
10. There shall be no voting by proxy.
11. All questions of procedure not covered by these rules shall be determined in accordance with *Robert's Rules of Order, Newly Revised 11<sup>th</sup> Edition*.

# TOWN FAIR 2021

## Town Fair 2021

Wednesday, Sep 29: DoubleTree, South Burlington

09:00 AM - 11:30 AM

### Elections Law Changes from Act 60 – What You Need To Know

DoubleTree, South Burlington

In-Person

#### Will Senning

Director of Elections and Campaign Finance, Vermont Secretary of State, Elections Division

This year the legislature passed Act 60, a bill that makes sweeping changes to elections laws in Vermont. Elections officials at the municipal level need to familiarize themselves with this new law, which (among other things) allows ballot curing of defective ballots, allows municipalities to mail out ballots for local elections, allows for ballot drop boxes, and requires the Secretary of State to mail general election ballots to all active voters. The Director of Elections from the Secretary of State's office will walk you through the legislation and highlight those provisions most important to local officials for both local and ...

Wednesday, Sep 29

01:00 PM - 04:00 PM

### VLCT, PACIF & VERB Annual Meetings + Women in Elected Local Office Panel

Hybrid (In-Person & Virtual)

#### Ann Lawless

Selectboard Chair, Wheelock Town

#### Delsie Hoyt

Selectboard Member, West Fairlee Town

#### Kristine Lott

Mayor, Winooski City

Join us beginning at 1:00 PM for an afternoon of Annual Meetings. Hear about VLCT, PACIF, and VERB activities and vote in the business meeting. Following the annual meeting, join us for a panel discussion. Anticipated start time: 3:00 PM. Women in Elected Local Office – Lessons Learned Women make up approximately 21 percent of selectboard members in Vermont, according to a 2017 report from Change the Story. Join us to hear from three women who are leading their communities – what spurred them to seek office, the challenges they face, successes they have achieved, and components for a successful ...

Monday, Oct 04

08:30 AM - 08:45 AM

### Daily Welcome from Luke McGowen

ARPA

Daily Welcome

Luke McGowen, Senior Advisor at The White House, will welcome attendees to the American Rescue Plan Act (ARPA) day at Town Fair.

Monday, Oct 04

09:00 AM - 10:00 AM

## Imagine What Your Money Can Do for Your Community

ARPA

Webinar

### Ed Bove

Executive Director, Rutland Regional Planning Commission

### Jenna Koloski

Community and Policy Manager, Vermont Council on Rural Development

### Mike Wallace

Legislative Director, Community & Economic Development, National League of Cities

You suddenly have "found" money, but it comes with limitations on what you can spend it on. You are struggling to find eligible projects. Or, if you do have a project, then it's hard to find the time to carry out robust public engagement to garner support and then develop and manage it. Will you end up having to give the money back? NO! During this session you will learn: What are the "Eligible Uses" that are defined by the U.S. Treasury How other communities, similar to yours, throughout the country are using their ARPA funding to launch creative, unconventional – ...

Monday, Oct 04

10:30 AM - 12:00 PM

## We Have an Idea ... Now What?

ARPA

Webinar

### Becca Balint

President Pro Tempore, Vermont Senate

### Bobbi Kilburn

Director of Finance & Grant Management, Brattleboro Development Credit Corporation (BDCC)

Turning an idea into action is easier said than done. Thankfully, there are resources available to help you not only get your ideas off the ground but also provide additional public funding sources to make your project fly. Using public dollars adds complexity to your project, requiring a higher level of expertise for stronger project management so that all those federal regulations and requirements are baked into your project at the beginning. During this session you will learn: Where's the money? Leveraging your municipality's ARPA dollars with State ARPA funds as well as other existing program money The value that ...

Monday, Oct 04

01:00 PM - 02:30 PM

## Keep Your Money and Avoid Claw Back

ARPA

Webinar

### Cynthia Stoddard

Director of Training and Support, New England Municipal Resource Center (NEMRC)

### Wendy Wilton

NEMRC Policy/Support Specialist, New England Municipal Resource Center

There are two essential parts of any successful federally funded project: strong project management and strong financial management. Strong project management ensures that you will spend the money according to your plan – on time and on budget. Strong financial management ensures that you will keep your money and not have to pay it back. During this session you will learn: Accounting best practices and the importance of tracking your ARPA money separately from other funds How to improve your existing systems to pull the data necessary for clean, transparent reporting Document, document, and document some more: the importance of ...

Monday, Oct 04

03:00 PM - 04:00 PM

## ARPA Roundtable

ARPA Meeting or Roundtable (Interactive Virtual)

Join in to discuss what you have learned about ARPA funding: how to handle it correctly and ideas for using it to good effect in your community. Take advantage of this convenient opportunity to share questions and ideas as you connect with your counterparts in other municipalities.

Tuesday, Oct 05

08:30 AM - 08:45 AM

## Daily Welcome from Xusana Davis

Diversity, Equity, & Inclusion Daily Welcome

Xusana Davis, Executive Director of Racial Equity for the State of Vermont, will welcome attendees to the Diversity, Equity, and Inclusion day of Town Fair.

Tuesday, Oct 05

09:00 AM - 10:00 AM

## Municipal Efforts to Address Equity

Diversity, Equity, & Inclusion Panel

**Al Wakefield**

**Bob Harnish**

**Elaine Wang**

Assistant Town Manager, Barre Town

**Jude Smith Rachele**

Co-founder and CEO, Abundant Sun

Hear from a panel of municipal and equity experts engaged in municipal equity work across the state. Topics include: VLCT Equity Committee Efforts Forming an Equity Committee in Your Town Adopting the Declaration of Inclusion Training Town Officials and Staff on Equity Issues

Tuesday, Oct 05

10:30 AM - 12:00 PM

## Municipal Efforts to Address Equity Part 2

Diversity, Equity, & Inclusion Meeting or Roundtable (Interactive Virtual)

**Dr. Wanda Heading-Grant**

Vice Provost for Diversity, Equity and Inclusion and Chief Diversity Officer, Carnegie Mellon University

**Nikki Fuller**

Help VLCT and Vermont's municipalities address equity issues by participating in a listening session with VLCT's equity consultants, Nikki Fuller of Workplace Matters and Dr. Wanda Heading-Grant, Carnegie Mellon University's Vice Provost for Diversity, Equity and Inclusion. This one-hour session will challenge you to share your personal experiences dealing with equity issues, your professional experiences as your community deals with equity issues, and your thoughts on what municipalities should be doing in this space.

Tuesday, Oct 05

01:00 PM - 02:30 PM

## Understanding and Reducing Disparities in Policing Outcomes: Structuring Police Reform Based on Evidence

Diversity, Equity, & Inclusion

Webinar

### Robin Engel

Professor, School of Criminal Justice, Center for Police Research and Policy, University of Cincinnati

In the United States, the disparate rate at which non-White Americans are stopped, questioned, cited, arrested, and/or injured by the police is an enduring criminal justice policy phenomenon. Although concerns about the interaction between race and policing are not new, the recent high-profile incidents of police use of force, and the protests and civil disorder that followed, has brought the equity of police practices to the forefront of national attention. A growing chorus of voices from the public, policymakers, and criminal justice practitioners are calling for reform to enhance the fairness and effectiveness of police practices. This presentation will discuss ...

Tuesday, Oct 05

03:00 PM - 04:00 PM

## Equity Roundtable

Diversity, Equity, & Inclusion

Meeting or Roundtable (Interactive Virtual)

Discuss with your counterparts why and how to promote equity in your organization and your community. Share concerns and work toward practical solutions.

Wednesday, Oct 06

09:00 AM - 10:00 AM

## Broadband and Reaching the Final Miles

Infrastructure

Webinar

### Christine Hallquist

Executive Director, Vermont Community Broadband Board

This spring the legislature passed H.360 – legislation that puts communication union districts (CUDs) in center stage of Vermont's efforts to achieve universal access to reliable, high-speed broadband service to areas of Vermont that lack adequate internet services. It established the Vermont Community Broadband Board (VCBB) to oversee and manage \$150 million in federal American Rescue Act Plan (ARPA) funds and to provide grants and resources to CUDs. The Executive Director of the newly created VCBB will explain what this endeavor means to communities and how municipalities can act as partners to help expand broadband access to underserved and unserved ...

Wednesday, Oct 06

10:30 AM - 12:00 PM

## Comprehensive Energy Plan

Infrastructure

Webinar

### TJ Poor

Director of Efficiency and Energy Resources, Vermont Department of Public Service

In this session, TJ Poor, Director of Efficiency and Energy Resources at the Vermont Department of Public Service, will provide an overview of the department's 2022 update to the State Comprehensive Energy Plan, including opportunities for input by municipalities.

Wednesday, Oct 06

01:00 PM - 02:30 PM

## Federal Infrastructure Legislation: What You Need to Know

Infrastructure

Meeting or Roundtable (Interactive Virtual)

Learn about the effects that federal infrastructure legislation will have on Vermont municipalities.

Wednesday, Oct 06

03:00 PM - 04:00 PM

## Infrastructure Roundtable

Infrastructure

Meeting or Roundtable (Interactive Virtual)

Roundtable to share thoughts and questions concerning new funding opportunities for improving municipal infrastructure.

Thursday, Oct 07

09:00 AM - 10:00 AM

## Common Fair Labor Standards Act Violations and How to Avoid Them

Human Resources

### Brian Cleasby

Community Outreach & Resources Planning Specialist, U.S. Department of Labor

Correctly calculating overtime pay and properly designating employees as exempt or non-exempt are just two of the complicated aspects of complying with the Fair Labor Standards Act (FLSA). These errors can be costly if revealed during a Wage and Hour investigation or litigated in a private lawsuit. In this session, our speaker will show you how to avoid making inadvertent mistakes and explain options for correcting unintentional underpayment.

Thursday, Oct 07

10:30 AM - 12:00 PM

## Law Enforcement Personnel Matters for Municipal Leaders and Police

Human Resources

Webinar

### Lindsay Thivierge

Director of Administration, Vermont Police Academy

### Trevor Whipple

Trevor Whipple Law Enforcement Risk Management Consultant, Vermont League of Cities and Towns

Vermont's Unprofessional Conduct law has been in effect since 2017 and was amended in 2020. Learn what constitutes an "Effective Internal Affairs Policy" and the requirements of investigating and reporting police misconduct. This session will also include information on the waiver and background check requirements that must be undertaken before hiring a police officer who has prior police experience. If these requirements are not followed, the law prohibits the person from being hired.

Thursday, Oct 07

01:00 PM - 02:30 PM

## Hire Well: Improve Your Process While Reducing Risk

Human Resources

Webinar

### Jill Muhr

Senior Human Resources Consultant, Vermont League of Cities and Towns

One of a municipality's most important responsibilities is to hire well qualified employees, an objective that has become more challenging in recent years. Learn how to enhance your chances of hiring and retaining a qualified workforce, while avoiding legal risks and common missteps. A panel of your municipal peers will also discuss recruitment challenges and the strategies they use to overcome them.

Thursday, Oct 07

03:00 PM - 04:00 PM

## Human Resources Roundtable

Human Resources

Meeting or Roundtable (Interactive Virtual)

Join specialists and your counterparts to discuss HR-related requirements and share solutions to the many challenges you face in handling personnel matters.

Friday, Oct 08

09:00 AM - 10:00 AM

## How to Protect Your Town's Computer System

Cyber & Technology

Webinar

### Mary Ann Goulette

Town Manager, West Rutland Town

### Ryan Draughn

Director of Informational Technology, NLC Mutual Insurance Company

In today's world, it is not just the large multinational corporations or state & federal governments that are at risk for cyber exposure: it is also Mom-and-Pop businesses and small cities and towns. Cyber criminals target small local governments because they tend to be more vulnerable and are likely to pay a ransom to restore service. And in too many cases, bad characters are simply trying to wreak havoc in the public square and make headlines. This session will provide examples, practical tips, and proper planning techniques that can help lower the risk of your city or town becoming the ...

Friday, Oct 08

10:30 AM - 12:00 PM

## Public Entity Cyber Claims Examples and Insurance 101

Cyber & Technology

Webinar

News reports of cyber-based attacks on local governments are more frequent and costly these days. In this session, experts from a large cyber insurer will review recent attacks that resulted in breaches of public entities and reveal whether they were covered by insurance. Learn how cyber liability insurance works and how to reduce exposure to these costly claims.

Friday, Oct 08

01:00 PM - 02:30 PM

## Cyber Security for Vermont Local Government

Cyber & Technology

Webinar

### Ryan Draughn

Director of Informational Technology, NLC Mutual Insurance Company

Join this panel of experts to learn how the State of Vermont and national leaders are working together to help municipalities fend off cyber-based attacks. National trends and resources for local officials will be highlighted.

Friday, Oct 08

03:00 PM - 04:00 PM

## Cyber Security Roundtable

Cyber & Technology

Meeting or Roundtable (Interactive Virtual)

Join your counterparts in discussing what you have learned about the latest cyber security issues, and share questions and ideas for reducing the risk to your municipality.