

# 65th Annual Town Officers' Education Conferences

## Spring 2010

### Dates and Locations:

April 5th—St. Michael's College, Colchester

April 8th—Lyndon State College, Lyndonville

April 13th—Lake Morey Resort, Fairlee

April 20th- Grand Summit, Mt. Snow

April 28th—Holiday Inn & Conference Center, Rutland

### General Information:

- Registration begins February 22, 2010
- Registration fee is \$60.00 (lunch included)
- Registration desk open at 8:00am
- Opening session is at 8:45am
- Workshop Sessions are 9:45am-3:30pm

### For more information:

Sally Cleveland at (802) 773-3349 x 11 or email [sally.cleveland@uvm.edu](mailto:sally.cleveland@uvm.edu)

Karen Schneider at (802) 773-3349 x 19 or email [karen.schneider@uvm.edu](mailto:karen.schneider@uvm.edu)

### There are two ways to register:

1. On-line at <http://2010toec.eventbrite.com>

Register online and save \$5.00 per registrant!

Payment options: credit card or check

**OR**

2. Complete this form and mail to:

TOEC Registration,

UVM Extension,

1 Scale Ave., Ste 55,

Rutland, VT 05701

**Opening Session  
Guest Speaker**

**Livable Communities for an Aging Population  
Jennifer Wallace-Brodeur  
AARP, Associate State Director**

By 2030, twenty-five percent of Vermont's population will be 65 or older. The effects of this demographic sea change will play out in our communities as local officials work to meet the needs of older residents. And with the aging population comes new attitudes about work, retirement and what defines a good quality of life. As local officials, what can you do now to address issues such as the aging municipal workforce, affordable housing, transportation options for those who cannot drive, and community design that fosters an active civic and social life?



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## Session A – 9:45 – 10:45

**1. Selectboards and Emergencies.** Selectboards often think that emergencies are handled by others, such as fire departments, but many emergencies are the responsibility of Selectboards. Vermont has a wide variety of tools to help towns plan and prepare for emergencies, respond in a coordinated way, ensure that towns receive the greatest possible financial assistance, and help to avoid a repeat of the same disaster. Come learn about the integral role that Selectboard members can and should be playing in local emergency management. **Presenter:** Kevin Geiger, Two Rivers-Ottawaquechee Regional Commission (TRORC)

**2. Basic Principles of Depreciation.** A seminar on what listers need to know about the three segments of depreciation. How to recognize, measure, and apply depreciation to the buildings in your town. **Presenters:** Property Valuation & Review (PRV) District Advisors

**3. Internal Financial Controls for Vermont Municipalities.** This workshop will review the importance of internal controls for Vermont municipalities' financial management and reporting. Implementation of basic internal controls will be discussed along with examples of controls that work and VLCT's Model Financial Policies. **Presenter:** William Hall, Vermont League of Cities and Towns (VLCT) Financial Consultant

**4. Creating a Community That Is Livable for Life.** As Vermont faces an increasingly aging population, residents will look to their communities to meet changing needs for housing, transportation, and maintaining engagement in the civic, social and economic life of the town. Learn what defines a livable community for older residents and how local officials can begin to make changes now to meet the needs of seniors in the future and improve the quality of life in the community for people of all ages. **Presenter:** Jennifer Wallace-Brodeur, American Association of Retired Persons of Vermont (AARP), Associate State Director

**5. Drinking Water and Wastewater Roundtable.** The general topic of the roundtable will be "What town officials should know about public drinking water and wastewater systems in their town." Officials will learn about additional training opportunities for their board members serving utilities. Specific topics will be based on the audience and may include capital investments and improvements, rate setting, operator certification & training, communication, regulations, source protection planning, and long range planning. VRWA is a non-profit that has been providing technical assistance and training to water systems and towns across Vermont since 1982. **Presenter:** Shaun Fielder, Vermont Rural Water Association (VRWA), Executive Director; Liz Royer, (VRWA); Phil Acebo, VRWA Training Coordinator

**6. Planned Giving.** Planned giving is a philanthropic program by which a donor can arrange a substantial and long term gift to the library. In this session, participants will learn the basics on how your library can benefit by starting a planned giving program. We will cover establishing your library's goals and objectives, identifying and approaching potential donors, types of giving that best suit your library's needs, planned giving policies, and promotion. **Presenter:** Department of Libraries staff

**7. New Sources for Data on Our Communities.** This workshop will cover changes to Census Bureau data that will affect data and indicators we work with at the community level. This year the American Community Survey (ACS) will begin supplying much of the community-level data, on a new, annual, basis. There will be many changes to the data itself: how it is gathered, what it looks like, and how it can be used. We will also cover new data sources, including one that provides detailed information on how Vermonters commute. We will review changes and enhancements to the *Vermont Indicators Online* website used by many local officials. Input from local data-users is invaluable. Participants in this workshop will better understand how to find and use community-level data. Email questions or issues that you would like to see addressed, to [wsawyer@uvm.edu](mailto:wsawyer@uvm.edu). **Presenters:** UVM Center for Rural Studies and the Vermont State Data Center staff

## Session B – 11:00 – 12:00

**8. The Highly Effective Selectboard.** This session will discuss the role of the Selectboard in both formal and informal contexts. Particular attention will be paid to the statutory authority of the board, the respective roles of the Selectboard and other town officials, and statutory and practical elements of conducting good meetings. **Presenters:** Jim Barlow, Senior Staff Attorney,; Garret Baxter, Staff Attorney, or Stephanie Smith, Senior Associate, VLCT Municipal Assistance Center

**9. What's Up in Current Use.** An overview of the current issues and proposed changes to the Current Use Valuation program. **Presenters:** PVR staff

**10. Who You Gonna Call?** When your town's residents come to your office seeking services and information that you aren't able to provide, 2-1-1 is your tool to help. Learn how Vermont 2-1-1's free, time-saving, professional information and referral service can connect you to accurate and updated regional, state, and federal resources. **Presenter:** 2-1-1 staff

**11. Rivers in Our Community.** In this workshop we will look at a flume model of a stream, and set up real-life examples of conflicts that occur in towns between managing our storm water, development, roads and other infrastructure and their interactions with rivers. We will cover basics of river dynamics, and getting familiar with your watershed. The flume will be set up to run demonstrations that will show the potential impacts and long-term effects on our rivers from projects such as bank stabilization, storm water inputs, development of the flood plain, and infrastructure installations. Discussion will focus on stream processes and how our communities interact with the rivers, their potential impacts on the systems and how communities can work to reduce their impacts. **Presenter:** Staci Pomeroy, State River Management Program

**12. Local Emergency Management Roundtable.** This will be a chance for local Emergency Management Coordinators/Directors to share best practices as well as to connect with regional emergency coordinators and state officials from Vermont Emergency Management. The latest efforts in emergency management at the state level will be briefly reviewed as well. **Presenter:** Moderator/ Kevin Geiger, TRORC

**13. Show Me the Money.** Learn how to work with town officials in order to develop long-term sustainable funding for your library. Session will provide tips on making public funding requests, establishing priorities, using documentation and what to do if your request for funding is turned down. Also, what do to when your town officials ask you to charge for basic library services in lieu of town dollars. **Presenter:** Department of Libraries staff

**14. MAPS: Mashups, Applications, Programs, and Services.** Your town's volunteers and citizens have access to more mapping tools than you may realize! Let's explore ways in which mapping tools can be useful. How do you help a new Current Use applicant looking for orthos? How does the Conservation Commission evaluate potential trail locations? How does your town provide your citizens with information about their town? Each location will focus exploration and discussion on topics of interest to that group. **Presenters:** VT Center for Geographic Information and the Regional Planning Commission staff

## Session C: 1:00 – 2:00

**15. Who will be Policing Your Community after July 1, 2010?** Given the change in Vermont laws that will take affect July 1, 2010, what can you expect of your Constable? Are you up to speed on the new requirements for training and certification of Constables who will be performing law enforcement functions? This workshop will cover the entry standards for training and certification as well as explore continuing education requirements once certified. Your municipality needs to know the facts if you are to ensure public safety and minimize liability exposure. **Presenter:** TBD. Vermont Police Academy

**16. Report Preparation of the Sales Comparison Approach to Value before the Board of Civil Authority.** This workshop will focus on the appraisal value via the Sales Comparison Approach so as to strengthen the Lister's defense of value. Topic will cover the selection of sales, valuation adjustments, reconciliation of market value and Level of Appraisal rate. **Presenters:** John Vickery and Todd Leblanc, Vermont Assessors and Listers Association (VALA)

**17. Current Developments in Recordkeeping and Reporting, Part I** We will cover recordkeeping requirements for payroll and information reporting, employee versus independent contractors, cash and non-cash fringe benefits, cafeteria plans and new developments in payroll, including recent changes for firefighters, emergency workers and public safety officers. Discussion will also include the new Form 941X and changes to the Form 944 program and the various aspects of compliance checks and audits. We will also discuss who to contact at the IRS for various payroll situations. **Presenter:** Fran Reina, IRS

**18. Market Analysis for Municipalities-Examining the Economic Potential of Your Community.** This market analysis introduction is designed to help communities understand the changing marketplace and will help towns get a more realistic sense of what kind of business development you are likely to attract. **Presenter:** William McMaster, UVM Extension

**19. Using Mapped Natural Resource Data in Land Use Planning for Fish & Wildlife, Part I.** Participants will learn the process for identifying a range of opportunities for action relating to the protection of specific natural resources. Participants will begin by examining the maps of one town's resource inventory, understanding what each data set shows and how to access the information specific to their town on a disc provided. Then participants will trace one resource layer at a time looking at non-regulatory and regulatory options to protect that resource, as well as tools in land use planning that might be used to address several resources at once. **Presenter:** Jens Hilke, Vermont Fish & Wildlife

**20. Blueprint for an Effective Library Board Meeting.** Running an effective board meeting is critical if your board is to be productive. Poorly planned meetings will leave board members frustrated and feeling they are wasting their time. This session will discuss how to organize and plan a well run board meeting by establishing clear procedures, goals and responsibilities. **Presenter:** Department of Libraries staff

**21. Keeping Your Electronic Information Safe and Secure, Part I.** This workshop will cover essential computer and data safety tips for municipal offices, including data security, and back-ups. The IT professional leading the workshop will integrate municipal-specific learning with industry-wide knowledge. The information that municipal officials' process, produce and achieve is essential to quality of life in Vermont. EVERY municipal official should attend this course. If you have any particular questions or issues that you would like to see addressed in this workshop, please email wsawyer@uvm.edu. **Presenters:** UVM Center for Rural Studies (CRS) and VLCT staff

## Session D: 2:15 – 3:15

**22. Fundamentals of Municipal Bonds in Vermont.** The session will cover the fundamentals of municipal finance in Vermont, including the voter approval process, IRS tax compliance matters, and state law. Included will be matters of tax and revenue anticipation notes and tax increment financing districts. **Presenters:** Thomas Melloni, Shane McCormack, and Jon Anderson, Burak Anderson & Melloni, PLC

**23. Listers' Forum.** Here is a chance to come and discuss with fellow listers your questions and concerns about what is happening in your local area in relation to assessing practices, policy and procedures, new legislation and how these might affect your town. **Moderator:** PVR staff

**24. Current Developments in Recordkeeping and Reporting, Part II** We will cover recordkeeping requirements for payroll and information reporting, employee versus independent contractors, cash and non-cash fringe benefits, cafeteria plans and new developments in payroll, including recent changes for firefighters, emergency workers and public safety officers. Discussion will also include the new Form 941X and changes to the Form 944 program and the various aspects of compliance checks and audits. We will also discuss who to contact at the IRS for various payroll situation. **Presenter:** Fran Reina, IRS

**25. Planning and Zoning Forum.** Planning and zoning issues are identified by participants and discussed by participants with the facilitation and comments on procedure and state statutes by Regional Planning Commission staff. **Presenter:** Regional Planning Commission staff.

**26. Using Mapped Natural Resource Data in Land Use Planning for Fish & Wildlife, Part II.** Participants will learn the process for identifying a range of opportunities for action relating to the protection of specific natural resources. Participants will begin by examining the maps of one town's resource inventory, understanding what each data set shows and how to access the information specific to their town on a disc provided. Then participants will trace one resource layer at a time looking at non-regulatory and regulatory options to protect that resource as well as tools in land use planning that might be used to address several resources at once. **Presenter:** Jens Hilke, Vermont Fish & Wildlife

**27. Responsibilities of the Library Trustees.** As an appointed or elected public library trustee for your community, it has become your responsibility to ensure that the library provides the best possible service to the community it can. To be an effective library trustee you will need to understand the major responsibilities and functions of the board, which include governance, policy making, community relations, budgeting and leadership. What are the legal responsibilities of board members? Who has the responsibility for hiring and firing staff? Who determines what is placed on display or how furniture is arranged. These and other issues will be discussed at this session. **Presenter:** Department of Libraries staff

**28. Keeping Your Electronic Information Safe and Secure, Part II** This workshop will cover essential computer and data safety tips for municipal offices, including data security, and back-ups. The IT professional leading the workshop will integrate municipal-specific learning with industry-wide knowledge. The information that municipal officials' process, produce and achieve is essential to quality of life in Vermont. EVERY municipal official should attend this course. If you have any particular questions or issues that you would like to see addressed in this workshop, please email wsawyer@uvm.edu. **Presenters:** UVM CRS and VLCTstaff

**Pre-registration is recommended**

Complete and return one registration form for each individual attending. Checks (payable to University of Vermont Extension) and registration forms should be mailed to: TOEC Registration, UVM Extension, 1 Scale Ave., Ste 55, Rutland, VT 05701. or Register on-line and save \$5.00 per registrant. Payment options: credit card or check

**For more seminar information contact:**

Sally Cleveland at (802) 773-3349 x 11 or email [sally.cleveland@uvm.edu](mailto:sally.cleveland@uvm.edu)  
Karen Schneider at (802) 773-3349 x 19 or email [karen.schneider@uvm.edu](mailto:karen.schneider@uvm.edu)

**Directions to the sites:****Lyndon State College, Lyndonville (802) 626-6498**

Take I-91 to exit 23 in Lyndonville, VT. At the exit, take U.S. Route 5 north for about 50 yards. Turn left at the Days Inn and follow this road for approximately 1½ miles to the stop sign. Continue straight after the stop and take your first left-hand turn (about 100 yards). Proceed up the hill, past Lyndon Institute, to the college.

**St Michael's College, Colchester (802) 654-2000**

**From Exit 15, I-89:** bear right off exit onto Route 15 east for approximately 2/10's of a mile. Entrance is on the left. Take first entrance to parking lot. **From north of Burlington:** Take I-89 south to Exit 16. Follow Route 7 south to junction of Route 15. Follow Route 15 east approximately 1 mile. College is on left.

**Lake Morey Inn, Fairlee (802) 333-4311**

Lake Morey Inn is just off I-91, Exit 15, on the Vermont-New Hampshire border.

**Holiday Inn, Rutland (802) 775-1911**

On US Route 7, one mile south of Rutland City; Vermont Route 103 intersects Route 7 four miles to our south. Route 4 bypass to/from New York State exits onto Route 7 one-quarter mile south of the Holiday Inn.

**Mt. Snow, 89 Grand Summit Way, West Dover, VT (802) 464-6698**

For directions: [www.mountsnow.com](http://www.mountsnow.com)

**TOEC Refund/Cancellation Policy:**

The registration fee will be refunded if you cancel at least 3 business days prior to the event date. After that date no refunds will be made for cancellation. All registrations are fully transferable to another individual or event location. Cancellation and/or transfer requests must be faxed to 802-775-4840 or emailed to [sally.cleveland@uvm.edu](mailto:sally.cleveland@uvm.edu). Cancellations after the deadline date, or no-shows, are subject to the full registration fee.

This program is sponsored by **UVM Extension** and the **VT Institute for Government** with assistance from the following partner organizations:

**VT Department of Libraries/ VT Library Trustees Association**  
**VT League of Cities & Towns**  
**VT Rural Water Association**  
**Internal Revenue Service**  
**Burak, Anderson & Melloni, PLC**  
**VT Police Academy**  
**United Ways of VT**  
**VT State Data Center**  
**VT Dept of Fish & Wildlife**  
**VT Association of Planning & Development Agencies**  
**Vermont Assessors and Listers Association**  
**Regional Planning Commission**  
**UVM Center for Rural Studies**  
**VT 2-1-1**  
**VT Agency of Natural Resources**  
**State River Management Program**  
**VT Association of Listers & Assessors**  
**VT Division of Property Valuation & Review**  
**VT Center for Geographic Information**  
**VT E911 GIS**  
**VT Municipal Clerks & Treasurers Association**  
**VT Secretary of State's Office**  
**VT Association of Planning & Development Agencies**  
**American Association of Retired Persons of VT**  
**Two Rivers-Ottawaquechee Regional Commission**

*If you require accommodations to participate in this program, please let our office know two weeks before your seminar date so we may assist you.*

*Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the United States Department of Agriculture. University of Vermont Extension and U.S. Department of Agriculture, cooperating, offer education and employment to everyone without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or familial status.*





## 65<sup>th</sup> Annual Town Officers' Education Conferences 2010 Registration Form

**There are two ways to register:**

On-line at <http://2010toec.eventbrite.com>:

Register online and save \$5.00 per registrant!

**OR**

Complete this form and mail to:

TOEC Registration, UVM Extension, 1 Scale Ave., STE 55, Rutland, VT 05701

Mail-in registration is \$60.00 per person. **Make checks payable to:** UVM Extension

**1) Provide your information:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

Town Representing: \_\_\_\_\_

Office Held: \_\_\_\_\_ Years in Position: \_\_\_\_\_

**2) Choose your location:**

- Monday, April 5                      St. Michael's College, Colchester
- Thursday, April 8                      Lyndon State College, Lyndonville
- Tuesday, April 13                      Lake Morey Resort, Fairlee
- Tuesday, April 20                      Grand Summit, Mt Snow
- Wednesday April 28                      Holiday Inn, Rutland

**3) Choose the workshops you will attend by circling one number for each session:**

Session A (9:45)	1	2	3	4	5	6	7
Session B (11:00)	8	9	10	11	12	13	14
Session C (1:00)	15	16	17	18	19	20	21
Session D (2:15)	22	23	24	25	26	27	28

☀ Workshops with low  
registration may be cancelled ☀

*Registrations are transferable to another individual or site. See brochure for complete refund/cancellation policy. If you require special accommodations to participate, please contact Sally at 802-773-3349 Ext 11 at least two weeks prior to the event.*