

**MINUTES OF THE
VERMONT LEAGUE OF CITIES AND TOWNS
BOARD OF DIRECTORS MEETING
THURSDAY, August 11, 2016**

Members Present: Vice President Louras and Members Shepeluk, Pinsonault, Monette, Richard, Safford, Simmons and Weinberger. Members Ramsay and Whittaker attended via telephone.

Others Present: Joe Colangelo, Shelburne Town Manager, Katie Glover of Johnson and Lambert, VLCT's auditor, VLCT staff members Gwynn Zakov, Abigail Friedman, Jessica Hill Jim Burke and Mike Gilbar. Carrie Rice of Johnson and Lambert and staff member Karen Horn attended via telephone.

Agenda Item #1: Call to order by the President

Vice President Louras called the meeting to order at 12:20 pm.

Agenda Item #2: Additions and Deletions to the Agenda

On motion duly made by Member Pinsonault and seconded by Member Safford, the Board unanimously adopted the agenda and added two items, consideration of additional website update costs and appointment of a VLCT Board member to the VLCT HR Program Review Committee.

Agenda Item #3: Consent Agenda Items

On motion duly made by Member Pinsonault and seconded by Member Simmons, the Board took the following actions on consent agenda items:

Unanimously approved the minutes of the June 23, 2016 Board meeting, and unanimously accepted the Personnel Report.

Agenda Item #4: Internship Programs

Shelburne Town Manager Joe Colangelo spoke with the Board and asked that VLCT make talent development a priority which could include sponsoring formal internship programs or encouraging entry into local government positions in other ways. Support was expressed for the concept and Manager Colangelo offered to assist in whatever way he could. On motion made by Member Safford and seconded by Member Monette, the Board unanimously voted to move the issue to the "VLCT Board Parking Lot" for further consideration after staff has had an opportunity to reflect and offer suggestions.

Agenda Item #5: Legislative Policy Update.

Led by Karen Horn, Gwynn Zakov and the chairs of the Municipal Policy Committees, the Board reviewed and discussed the policies developed by the committees, section by section and

reviewed the “Guiding Principles” which has replaced the preamble section of the policies. Changes were suggested and review will continue at the September Board meeting.

Agenda Item #6 VLCT Audit

Representatives from Johnson Lambert, VLCT’s auditing firm, reported the results of the calendar year 2015 audit to the Board. The 2015 audit results were delayed due to the GASB 68 reporting requirements, which included a report of VLCT’s portion of the unfunded accrued pension liability for the Vermont Municipal Employees Retirement System. VLCT had to wait for the completion of the state audit to receive information related to pension liability obligations. That information was then made part of the audit. On motion by Member Pinsonault and seconded by Member Safford, the Board unanimously accepted the audit report.

Agenda Item #7 Bylaw Change

The Vermont Association of Listers and Assessors requested that the VLCT Board consider a change to the VLCT Bylaws, allowing a lister or assessor to serve on the Board. The Board discussed the issue and on motion by Member Richard and seconded by Member Monette, the Board unanimously voted to accept the letter and keep it on file for future consideration.

Agenda Item #8 VLCT 50th Anniversary

Maura Carroll reported on the activities of the internal staff committee that is making initial plans for the 50th year celebration. Staff requested the Board’s approval of a draft outline of activities and volunteers from the Board to participate in continued planning activities. Member Pinsonault and Member Monette volunteered to assist with planning the 50th Anniversary activities and events and there was an informal consensus of the Board to continue to move forward with plans as staff outlined them.

Agenda Item #9 Town Fair Update

Maura Carroll reported on developments for Town Fair, noting again that the training sessions are filled, exhibitors and sponsors are registering and the keynote speaker is excited about attending the event this year.

Agenda Item #10 Consideration of November Meeting Date Change

Staff requested that the Board consider a change to the November meeting date from November 3 to November 10 to allow additional time for VLCT budget preparation. On motion by Member Simmons and seconded by Member Safford, the Board unanimously voted to move the November Board meeting to November 10, 2016.

Agenda Item #11 Remembrance of Sue Janssen

Sue Janssen was a VLCT Board member and member of the Benson Selectboard, who recently died after a long and courageous battle with cancer. The Board discussed appropriate ways to

honor Sue's memory and legacy to local government. Member Pinsonault reported that Sue's sister wanted to be sure that the Board and VLCT, generally, knew how much serving on the Board meant to Sue and that all the visits, cards and letters in her final days were very meaningful. On motion by Member Safford and seconded by Member Pinsonault the Board unanimously approved a Board resolution recognizing Sue, which Member Ramsay will prepare and President Cadwell and the executive director will sign, and donating \$100 to Sue's beloved Benson Fire Department.

Agenda Item #12 Other Business

#12d Staff Initiatives

1. Website Update Expenditure Approvals

Maura Carroll reported on the progress made in updating the VLCT website, including work done by staff and vendors, the process of vetting those vendors and the resulting costs required to move forward. Staff asked for approval to continue the process and expend up to \$48,000, which will be amortized over a 5 year period. On motion by Member Monette and seconded by Member Simmons, the Board unanimously authorized the expenditure of up to \$48,000 on the website project.

2. HR Program Review Committee Appointment

Staff requested that the Board appoint a member to serve on the VLCT HR Program Review Committee, which advises the Human Resources Assistance Program. Sue Janssen was one of the two VLCT representatives. Member Safford expressed an interest in serving and on motion by Member Shepeluk and seconded by Member Simmons, Member Safford was unanimously appointed to the committee.

Member Shepeluk, as chair of the Nominating Committee, gave a brief update of the Committee's meeting earlier in the day. Minutes and a Committee Report will be forthcoming.

On motion duly made by Member Safford and seconded by Member Simmons, the Board unanimously adopted a motion to adjourn the meeting at 2:40 p.m.

Respectfully submitted,

Maura Carroll
Executive Director