

# Professional Services



Municipalities often have projects or questions that they lack the time, staff, or expertise to tackle. VLCT offers a variety of professional services to support our members. **Use the navigation menu on the left to view all of the options. Many of these services are included as part of your VLCT or PACIF membership.**

Municipalities may request low-cost assistance from the Municipal Assistance Center (MAC) . With diverse training and experience in law, financial management, public administration, recruitment, and research. MAC's team of professionals works with communities all across the state, bringing that experience to bear on the different challenges facing many local governments.

**MAC offers a highly competitive cost structure for the following services:**

- [Legal Review & Drafting](#)
- [Manager Recruitment](#)

**MAC attorneys can conduct legal reviews or assist in drafting:**

- Policies
- Ordinances
- Legal Opinions
- Charters
- Zoning Bylaws
- Town Meeting Warnings

### **Manager & Administrator Recruitment**

Support services include:

- Advertising and job description drafting and review



- Targeted ad placement
- Application gathering and candidate communication
- Interview support
- Background and reference checks
- Providing guidance and education on all stages of the hiring process

## Other Recruitment Service Providers

### Preferred Vendors

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*MAC's legal team has created many free model documents and templates on a wide range of topics designed to help members comply with Vermont and federal laws and learn about best practices. Search the [Municipal Assistance](#) topics pages or the [Resource Library](#) for examples of MAC model policies, ordinances, and guidance. These documents and accompanying guidance explain legal requirements and options, so they can be customized to meet each municipality's needs. Municipalities may use these documents as a jumping off point for their own policies, rules, and ordinances or contact the MAC team for drafting assistance.*

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**Disclaimer:** This resource is only intended to provide information and it does **NOT** constitute legal advice. Readers with specific legal questions are encouraged to contact an attorney. The use or downloading of this resource does **NOT** create an attorney-client relationship and will not be treated in a confidential manner.

If you have additional questions please use the ask a question button to submit them.

Ask a Question

