

2013 TOWN FAIR

Thursday, October 3, 2013
Killington Grand Hotel, Killington, Vermont



**VERMONT'S
PREMIER
CONFERENCE
FOR MUNICIPAL
OFFICIALS,
EMPLOYEES, AND
VOLUNTEERS**

COMING TO SOUTH-CENTRAL VERMONT IN 2013!

CO-SPONSORED BY:

- VLCT PACIF
- VLCT UNEMPLOYMENT INSURANCE TRUST
- VLCT HEALTH TRUST



*Serving and
Strengthening
Vermont Local
Governments*

VLCT TOWN FAIR 2013

DEAR VERMONT LOCAL OFFICIAL,

TOWN FAIR 2013 is scheduled this year for **Thursday, October 3, at the Killington Grand Hotel, in Killington, Vermont.** Please join us for an event full of learning, networking and celebrating local government!

This Town Fair Planning Kit provides all the forms and information you will need to register for Town Fair. Please keep it on hand, as it is the only mailing you will receive. (You may also download these materials from our website.)

Town Fair 2013 highlights:

TOWN FAIR 2013 – SOMETHING FOR EVERYONE.

VLCT continually strives to create a Town Fair workshop program that addresses the broad spectrum of municipal work you do. This year, topics will range from Dog Control to Capital Planning and Budgeting, from Sexual Harassment in the Workplace to Road and Bridge Standards, plus more. Don't miss out on this once a year opportunity to get valuable training, enjoy a delicious turkey dinner with your colleagues, and speak with the many exhibitors at the accompanying trade show (while picking up free merch!). We hope to see you there.

RETURNING TO KILLINGTON, VERMONT

VLCT continues to alternate the location of Town Fair between Killington and Essex to give all of our members equal opportunity to attend. This year, we return to Killington.

VLCT'S LOCAL GOVERNMENT DINNER

Have a little fun, relax with your peers and reconnect with folks you may not have seen in a while at the Town Fair Local Government Dinner, held annually the evening before Town Fair. This year, show your Town Fair spirit and personal style by wearing a hat to the dinner in support of our theme.

TOWN FAIR AWARDS LUNCHEON

Town Fair's annual luncheon recognizes award winners and features a traditional turkey dinner, prepared under the direction of the expert chefs of the Killington Grand Hotel.

EARLY BIRD REGISTRATION

Save \$10 on your registration if it is postmarked by **Friday, September 13, 2013.** Individuals registering after **Wednesday, September 25,** should register at the door.

If you have any questions, please call our offices at (800) 649-7915.

We look forward to seeing you at Town Fair!



Steven Jeffrey
Executive Director



Lisa Goodell
Conference Coordinator



2013 TOWN FAIR PRE-REGISTRATION FORM

THURSDAY, OCTOBER 3, 2013
KILLINGTON GRAND HOTEL, KILLINGTON, VERMONT

You can register to attend Town Fair online! The process is quick and easy at www.vlct.org/eventscalendar/. You can also register for Wednesday evening's Local Government Dinner online. Check out the inside back cover of this mailing for event details. This is the only form you will receive in the mail. Please register early! *Only one form per attendee. Photocopy this page for additional registrations.*

NAME _____
POSITION/TITLE _____ MUNICIPALITY _____
ADDRESS _____
TOWN/CITY _____ STATE _____
ZIP _____ DAY PHONE # _____
EMAIL ADDRESS _____

TO RECEIVE THE EARLY BIRD RATE, POSTMARK YOUR REGISTRATION FORM BY FRIDAY, SEPTEMBER 13.
THE PRE-REGISTRATION DEADLINE IS WEDNESDAY, SEPTEMBER 25; AFTER THIS DATE, PLEASE REGISTER AT THE DOOR.

REGISTRATION AND MEALS:

Register by **September 13** for the Early Bird rates listed below. Please add ten dollars per person if registering after this date.

Check here if this is your first Town Fair.

\$50.00 _____ Attend **Annual Local Government Dinner**, Wednesday, October 2, 2013 (*Dinner at 6:00 p.m. in the Oscar Wilde Ballroom at the Killington Grand Hotel.*)

\$50.00 _____ Attend **Town Fair**, Thursday, October 3, 2013 (includes **Turkey Luncheon**).

\$10.00 _____ **Registrations postmarked after September 13 require an additional \$10.00 per person.**
(Those registering after September 25 should plan to register at the door.)

_____ **Total enclosed**

Check here for vegetarian meal.

Check here for gluten free or specify food allergy _____

Please see enclosed *Description of Workshops and Meetings* and indicate your choice for morning and afternoon workshops below. This will help us determine the appropriately-sized room for each event. Thank you!

A.M. Session 1: _____ P.M. Session: _____

A.M. Session 2: _____

PLEASE PRE-REGISTER SO WE CAN HAVE YOUR REGISTRATION MATERIALS AVAILABLE AT THE DOOR. Refunds will be given in full **ONLY** if cancellation is made in writing before **September 11, 2013**. This form, with your payment, **MUST be postmarked by September 13, 2013, to get the Early Bird rates.** Mail to: Vermont League of Cities and Towns, 89 Main Street, Suite 4, Montpelier, VT 05602-2948.

Date Rec'd _____

For Office Use Only
Amt Pd _____

Check # _____

TOWN FAIR SCHEDULE

Thursday, October 3, 2013

Room/ Location	Killington Grand Northstar 1	Killington Grand Northstar 2	Killington Grand Gateway 1	Killington Grand Gateway 2	Killington Grand Escapade 1	Killington Grand Escapade 2	Snowshed Base Lodge	Snowshed Highlander II
8:00	<p>Conversation Café with Continental Breakfast sponsored by the People's United Bank 8:00 - 11:00 Snowshed Bakery</p>						<p>Visit the EXHIBITS 8:00 - 3:00</p> <p>Health Care Navigators <i>All Day, specific times tbd</i></p> <p>Stryker Demos 11:30 a.m. 2:00 p.m.</p>	<p>Sponsored by VLCT PACIF and Health Trusts</p> <p>Health Screenings 8:00 - 12:00</p> <p>Chair Massage 8:00 - 12:00</p> <p>Bone Density Screenings 8:00 - 12:00</p> <p>Flu Clinic 9:00 - 12:00 (Please contact Heidi Joyce, hjoyce@vlct.org to sign up in advance).</p>
9:00	<p>Health Reform: What Do I Need to do NOW 9:00 - 10:00</p>	<p>Capital Planning and Budgeting 9:00 - 10:00</p>	<p>Municipal Dog Control 9:00 - 10:00</p>	<p>VLCT PACIF Jeopardy Game! 9:00 - 10:00</p>	<p>Lakeshore Protection, Legislation & Delegation Procedures 9:00 - 10:00</p>	<p>Police Chiefs Annual Meeting 9:00 - 10:00</p>		
10:00	<p>Free Time for Exhibits!</p>							
10:30	<p>PACIF/UI/Health Annual Meetings 10:30 - 12:00</p>	<p>Financing Energy Efficiency Improvements 10:30 - 12:00</p>	<p>Improving Community Resilience & Economic Development Through use of Digital Tools 10:30 - 12:00</p>	<p>Sexual Harrassement and Respect in the Workplace 10:30 - 12:00</p>	<p>Road & Bridge Standards/ERAF 10:30 - 12:00</p>	<p>Public Safety Issues Round-up - Public Records and More 10:30 - 12:00</p>		
12:00	<p>Annual Turkey Dinner and Awards Ceremony VLCT and Vendor Raffle Winners 12:15 - 1:45 Killington Grand Oscar Wilde Ballroom</p>							
2:00	<p>VLCT Annual Meeting and Municipal Policy Every member municipality has a vote; please use it! 2:00 - 4:00</p>		<p>Improving Access in Historic Libraries 2:00 - 3:30</p>	<p>Building Energy Standards - The Goals, Certification Process and Municipal Responsibility 2:00 - 3:30</p>	<p>Who's who at VLCT Panel Learn about resources available at VLCT from our expert staff and match faces with names and voices. 2:00 - 3:30</p>			
3:00								
4:00								

DESCRIPTION OF WORKSHOPS AND EVENTS

The schedule printed below is as of *July 10* and is still subject to change. For the latest information on workshops, please visit our website, www.vlct.org, and be sure to pick up a *Town Fair Guide* at Town Fair! In addition to the workshops and meetings listed below, the *Guide* will have details about meals and other entertainment, exhibitor demonstrations, and any last minute changes in locations, speakers or programs.



THURSDAY, OCTOBER 3

MORNING WORKSHOPS AND MEETINGS

8:00-11:00 **Registration for all – Snowshed Base Lodge**

8:00-11:00 **Meet and Greet at the Conversation Café sponsored by People's United Bank**
Enjoy a continental breakfast and share experiences with your peers.

8:00-12:00 **Health screenings, chair massage, and bone density screenings**
Sponsored by VLCT PACIF and Health Trusts

8:00-3:00 **Visit the Exhibit Hall and outdoor training demos!**

9:00-12:00 **Town Fair Flu Clinic**
The VLCT Health Trust will be offering flu information and inoculations from 9 a.m. to noon. Bring your insurance card and the Rutland Area Visiting Nurse Association and Hospice will invoice your insurance carrier. Please contact Heidi Joyce (hjoyce@vlct.org) after Labor Day to sign up in advance.

9:00-10:00 **Concurrent Sessions**

Health Care Reform: What Do I Have To Do Now?

Vermont Health Connect, Vermont's health insurance exchange, opens for business the week of Town Fair. Almost all municipalities with 50 or fewer employees that provide an employee health benefit will be required to provide that benefit through the exchange. Come to this session to learn what other towns are doing with their health insurance benefit in the new health reform world.

David Sichel, Deputy Director, Risk Management Services, VLCT (moderator)

Other panel representatives TBD

Capital Planning and Budgeting

Soundly managing investments in infrastructure and equipment is the key to maintaining a stable tax rate and promoting economic development. This session, for planning commissioners and selectboards, lays the groundwork for managing infrastructure investments, presents a local capital budgeting model, and illustrates the capital budgeting process as outlined in Chapter 117.

William Hall, Senior Financial Consultant, VLCT Municipal Assistance Center

Municipal Dog Control

In this session, we will introduce our new and comprehensive handbook that spells out a municipality's dog control responsibilities, "The Big Book of Woof." In a clear but conversational manner, this handbook explains dog licensing and immunization, enforcement issues, how to conduct a vicious dog hearing, animal cruelty, and includes helpful model forms and VLCT's revised model dog control ordinance. We will also answer as many audience questions as time allows.

Garrett Baxter, Staff Attorney II, VLCT Municipal Assistance Center

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DESCRIPTION OF WORKSHOPS AND EVENTS CONTINUED

VLCT PACIF Jeopardy! Game

Play the game of Jeopardy! and test your knowledge of PACIF common loss sources, prevention measures, and risk management techniques. The team with the highest score wins a fabulous prize.

VLCT PACIF Staff

Lakeshore Protection, Legislation, and Delegation Procedures

This session will focus on the lake shoreland protection bill that was voted out by the House Fish, Wildlife, and Water Resources Committee during the 2013 General Assembly. Issues covered will include the science behind the initiative, shoreland protection steps other states have taken, and options for regulating lake shorelands, including delegating the authority to regulate shoreland development to municipalities.

Trey Martin, Senior Policy Advisor, Vermont Department of Environmental Conservation

Susan Warren, Section Chief, Lakes and Ponds Protection Program, Vermont Department of Environmental Conservation

Police Chiefs Annual Meeting

10:00-10:30 Visit Exhibitors in the Snowshed Base Lodge!

10:30-12:00 Concurrent Sessions

PACIF, Unemployment and Health Trusts Annual Meeting

Learn about your Trusts' performance over the last year, elect new officers, and review financial reports.

Financing Energy Efficiency Improvements

Cities and towns have a variety of options to finance energy efficiency improvements to their facilities, including traditional tax-exempt bonds, tax-credit bonds, tax-exempt leases, master leases, and performance contracting. Topics covered in this workshop will include grants and financing, fuel bills versus efficiency payments, available financing options for municipalities, and how to open opportunities by aggregating demand. Bob Barton and Marianne Tyrrell, Catalyst Financial Group, and Co-Chairs, Capital Mobilization Subcommittee, Energy Action Network

Improving Community Resilience and Fostering Economic Development through the Increased Use of Digital Tools

An educational panel from the Vermont Digital Economy Project will discuss best practices in downtown Wi-Fi zones, municipal websites, and community communication and integrated calendars. Attendees will also be able to apply for free grant services from the project.

Sharon Combes-Farr, Director, Vermont Digital Economy Project (moderator)

Michael Wood-Lewis, CEO and Co-Founder, Front Porch Forum

Tess Gauthier, Vermont Digital Economy Project Coordinator, Snelling Center for Government

Caitlin Lovegrove, Network Outreach Coordinator, Vermont Digital Economy Project

Sexual Harassment and Respect in the Workplace

Shape a respectful and productive workplace while avoiding potential legal trouble! This highly participatory workshop focuses on federal and state sexual harassment laws by defining sexual harassment and explaining its legal ramifications. We will discuss sexual harassment prevention, identify where to turn for guidance, and show how to handle sexual harassment grievances while maintaining a positive work environment. Attendees will learn how to practice and improve skills to identify potential harassment issues and handle any harassment complaint with confidence.

Joan Bowman, Account Associate, Invest EAP

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DESCRIPTION OF WORKSHOPS AND EVENTS CONTINUED

Road and Bridge Standards/ERAF

VLCT staff will discuss the requirements of Vermont's 2013 Road and Bridge Standards as well as Vermont's Emergency Relief and Assistance Fund (ERAF). Representatives from the agencies of Natural Resources and Transportation and Vermont Local Roads will answer questions and participate in a roundtable discussion on how ERAF and the Road and Bridge Standards affect your municipality.

David Antone, Director, Vermont Local Roads

Milly Archer, CFM, Water Resources Coordinator, VLCT Municipal Assistance Center

Other speakers TBD

Public Safety Issues Round-up: Public Records and More

In this session, our presenters will discuss Act 70, the Public Records law relating to detection and investigation of crime. We will also explore public safety topics and specific issues related to police and law enforcement.

John Treadwell, Vermont Assistant Attorney General

Other speakers TBD.

12:15 - 1:45 Annual Turkey Dinner and Awards Presentation

1:45 VLCT Grand Raffle Drawing

AFTERNOON WORKSHOPS AND MEETINGS

2:00–4:00 VLCT Annual Meeting and the 2014 Municipal Policy

VLCT's municipal policy for the upcoming legislative session will be discussed, debated, and adopted by the membership at this meeting. One voting delegate per member city or town should participate. In accordance with VLCT bylaws, all members are welcome to attend and speak, and non-members may observe and speak when recognized by the group.

2:00-3:30 Concurrent Sessions

Building Energy Standards: A Presentation and Roundtable on the Goals, Certification Process, and Municipal Responsibility

In this workshop, we will discuss the requirements of the residential and commercial building energy codes that were adopted last year. Presenters will explain the responsibility of local zoning administrators in towns that require certificates of occupancy. Ample time for questions and discussion will be provided.

Kelly Launder, Assistant Director, Planning and Energy Resources Division, Department of Public Service
Dave Keefe, Manager, Standards and Training, Efficiency Vermont

Improving Access in Historic Libraries

Learn how you can improve accessibility for people with disabilities to your historic library. Presenters will share Vermont library success stories, review assessment tools, and report on potential funding sources for making access improvements.

Lisa Ryan, Community Development Specialist, Vermont Community Development Program

Kim Brittenham, Civil Rights Manager, Vermont Center for Independent Living

Who's Who at VLCT Panel

Learn what resources VLCT can offer your municipality directly from the staff that provides them. Meet staff in person with whom you may have only interacted via email or on the phone.

TOWN FAIR LODGING AND INFORMATION SHEET



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LODGING:

Contact these local hotels for overnight accommodations close to the event site. Please book early as this is Fall Foliage Season in Vermont and rooms will sell out quickly.

KILLINGTON GRAND RESORT HOTEL

4763 Killington Road
Killington, VT 05751
(877) 458-4637 (reservations)
www.killington.com

GREENBRIER INN

2057 Route 4
Killington, VT 05751
(800) 335-1575
www.greenbriervt.com

INN OF THE SIX MOUNTAINS

2617 Killington Road
Killington, VT 05751
(802) 422-4302
www.sixmountains.com

GREY BONNET INN

831 Route 100 North
Killington, VT 05751
(800) 342-2086
www.greybonnetinn.com

CHALET KILLINGTON

2685 Killington Road
Killington, VT 05751
(800) 451-4105
www.chaletkillington.com

KILLINGTON CENTER INN AND SUITES

905 Killington Road
Killington, VT 05751
(800) 257-8664
www.killingtoncenter.com

All rooms should be reserved directly with the above-mentioned facilities. Contact individual locations for current rates.

DIRECTIONS:

Killington Grand Resort Hotel
4763 Killington Road
Killington, VT 05751
(802) 422-6200 (general information)

Killington is located in south-central Vermont at the junction of U.S. 4 and Vt. 100 North in Killington, 11 miles east of Rutland. From the Killington sign on Route 4 (across from Bill's Country Store), drive 3.6 miles up the Killington Road to the Snowshed Base Area on left.

From the South: Vt. Interstate 91 to north of Bellows Falls, Vt. Take Exit 6 (Rutland) onto Vt. 103 and follow to Vt. 100. Take Vt. 100 north to U.S. 4 and follow U.S. 4 west to Killington.

From the North: Take Interstate 89 south. Take Exit 3 in Bethel, Vt. and follow Vt. 107 west to Vt. 100 south to Killington.

VLCT ANNUAL LOCAL GOVERNMENT DINNER



Wednesday, October 2, 2013

Oscar Wilde Ballroom

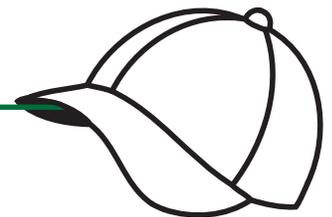
Killington Grand Hotel

228 East Mountain Road

Killington, Vermont

VLCT Town Fair 2013:

RESOURCES and TRAINING for every hat you wear. Have a little fun and relax with your peers at the Town Fair Local Government Dinner, held annually the evening before Town Fair. This year, show your Town Fair spirit and personal style by wearing a hat to the dinner in support of our theme. Any hat is welcome, much like every different hat you wear at work is necessary to make local government run smoothly. Wear your uniform hat, your favorite ball cap, or the most fun, fashionable, or unusual headwear you can find.



JOIN US FOR A WONDERFUL DINNER!

To register, sign up for the *Wednesday Evening Dinner* on your Town Fair Registration form.

- Open to municipal officials and their guests
- Tickets are \$50.00 per person.
- 6:00 p.m. Cocktail Hour
- 7:00 p.m. Local Government Dinner



89 Main Street, Suite 4
Montpelier, VT 05602
Email: lgoodell@vlct.org
Phone: (802) 229-9111
Fax: (802) 229-2211

