



*Serving and  
Strengthening  
Vermont Local  
Governments*

**To: Vermont Selectboards and City Councils**  
**From: Jared Cadwell, President, VLCT Board of Directors**  
**Re: Voting Delegates at the VLCT Annual Business Meeting**  
**Date: August 10, 2016**

---

As part of Town Fair, the Vermont League of Cities and Towns will hold its annual business meeting at the Champlain Valley Exposition, Expo North **starting at approximately 2:00 p.m.** on Wednesday, October 5, 2016.

To ensure that all VLCT member cities and towns are properly represented and able to participate in the adoption of the 2017 VLCT Municipal Policy (our legislative platform) and the election of League officers, 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 from and gets one vote.

Please inform us of your designation by Friday, September 23. If necessary, designations may be made on the day of the Annual Meeting at the registration table, where designated delegates can pick up their credentials card. The table is located in the Expo North A building at the Champlain Valley Expo.

***Only designated delegates will be allowed to vote at the annual meeting.***

The attached document is *not* a Town Fair registration form. If you want to participate in either day’s activities (workshops, trade show, lunch, and awards ceremony), please complete and return a Town Fair registration form with your payment, or register online at <http://www.vlct.org/eventscalendar>. If you plan to attend *only* the Annual Meeting, please check the appropriate box on the attached voting delegate form.

Enclosure

*Sponsor of:*

VLCT Employment  
Resource and Benefits  
Trust, Inc.

VLCT Municipal  
Assistance Center

VLCT Property and  
Casualty Intermunicipal  
Fund, Inc.

**VLCT ANNUAL BUSINESS MEETING**

**2:00 p.m. - 4:00 p.m.**

**Wednesday, October 5, 2016**

**Champlain Valley Exposition Centre  
Expo North, Room A**

**DELEGATE DESIGNATION FORM**

**We, the Selectboard/City Council of \_\_\_\_\_,  
designate the following individual as the voting delegate for our city/  
town at the 2016 Annual Business Meeting:**

<b>Name (please print)</b>	<b>Position</b>

**We understand that the above individual will represent the city/town  
as a voting member of the VLCT membership.**

**Signed,**

\_\_\_\_\_  
**Chairperson**

\_\_\_\_\_  
**Date**

**Please complete and return by Friday, September 23rd, to VLCT, 89 Main Street, Suite 4, Montpelier, Vermont 05602. If you prefer, you may fax it to us at (802) 229-2211 or bring it with you to TOWN FAIR.**

**Please note that this is not a Town Fair registration form. Visit our website, [www.vlct.org/eventscalendar/](http://www.vlct.org/eventscalendar/), to register on-line.**

**If you plan to attend only the VLCT Annual Meeting (and Wednesday evening Reception in the Exhibit Hal) please check below. There is no charge to attend either Wednesday activity.**

**I will *only* be attending the Annual Meeting.**



*Serving and  
Strengthening  
Vermont Local  
Governments*

To: VLCT Members  
From: Karen B. Horn, Director  
Public Policy and Advocacy  
Date: July 29, 2016  
Re: VLCT Municipal and Legislative Service Awards

Please consider nominating an exceptional local official or legislator for one of VLCT's annual awards: **Municipal Service, Legislative Service, or Lifetime Achievement**. Recognition of VLCT's 2016 Awards Program winners will be on October 6, 2016, the second day of Town Fair, at the Champlain Valley Fairgrounds in Essex Junction, Vermont.

Please read the information below and on the attached forms before submitting a nomination. We look forward to hearing from you!

The **MUNICIPAL SERVICE AWARD** is given to an elected or appointed municipal official who has shown an active commitment to strong local government beyond the borders of his or her community – such as service to the Vermont League of Cities and Towns – and has also demonstrated a commitment to his or her municipality by serving on a board or commission.

The **LEGISLATIVE SERVICE AWARD** recognizes a member of the Vermont General Assembly who, through his or her service, has best shown an awareness of the problems facing local government and its capacity for self-governance, and has sought to solve those problems and provide local authority on a statewide basis through legislative action.

From time to time, we present the **LIFETIME ACHIEVEMENT AWARD** to a municipal official or employee who has dedicated his or her career to serving local government both within his or her own community and through service at a statewide level on boards, commissions, or the Vermont League of Cities and Towns.

Nomination forms for these awards are attached. They are also posted on our website at [www.vlct.org/aboutvlct/municipal-and-legislative-service-awards/](http://www.vlct.org/aboutvlct/municipal-and-legislative-service-awards/). **The deadline to submit them to the VLCT office is Friday, August 26, 2016.**

*Sponsor of:*

VLCT Employment  
Resource and Benefits  
Trust, Inc.

VLCT Municipal  
Assistance Center

VLCT Property and  
Casualty Intermunicipal  
Fund, Inc.

attachments

# VTCT TOWN FAIR AWARDS NOMINATION FORM

## LEGISLATIVE SERVICE AWARD

This award will be presented at Town Fair, October 6, 2016, at the Champlain Valley Fairgrounds in Essex Junction, Vermont.

This award recognizes a member of the Vermont General Assembly who, through his or her service, has best shown an awareness of the problems facing local government and its capacity for self-governance, and has sought to solve those problems and provide local authority on a statewide basis through legislative action.

Name of legislator nominated: \_\_\_\_\_

Nominator: \_\_\_\_\_ Municipality: \_\_\_\_\_

Position(s) held by nominee: \_\_\_\_\_

***The nomination must be accompanied by a letter of recommendation from at least one local legislative body that the nominee represents.***

Street address of nominee: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Years of Service to Municipal Government: \_\_\_\_\_

Reasons for nomination: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please cite a specific example of the nominee's efforts to solve a problem that affects Vermont municipalities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate an instance of the nominee advocating for local governments or working with other groups to achieve a goal beneficial to municipalities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach additional sheets if needed.

Please return to Vermont League of Cities and Towns, 89 Main Street, Suite 4, Montpelier, VT 05602-2948, fax to 802-229-2211, or email to Karen Horn at [khorn@vlct.org](mailto:khorn@vlct.org) by **Friday, August 26, 2016.**

# VLCT TOWN FAIR AWARDS NOMINATION FORM

## MUNICIPAL SERVICE AWARD

This award will be presented at Town Fair, Thursday October 6, 2016, at the Champlain Valley Fairgrounds in Essex Junction, Vermont.

This award is given to a municipal elected or appointed official who has shown an active commitment to strong municipal government beyond the borders of his or her community – such as service to the Vermont League of Cities and Towns – as well as demonstrating a commitment to his or her own municipality by serving on a board or commission.

Name of person nominated: \_\_\_\_\_

Nominator: \_\_\_\_\_ Municipality: \_\_\_\_\_

Position(s) held by nominee: \_\_\_\_\_

***The nomination must be accompanied by a letter of recommendation from the local legislative body in which the nominee serves.***

Street address of nominee: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Years of Service to Municipal Government: \_\_\_\_\_

Reasons for nomination: \_\_\_\_\_

---

---

---

---

Please cite a specific example of the nominee's efforts to solve a problem that affects Vermont municipalities:

---

---

---

---

Please indicate an instance of the nominee advocating for local governments (in the legislature, at a regional commission, development corporation or similar regional forum, or as a member of an advocacy group) or working with other groups to achieve a goal beneficial to municipalities:

---

---

---

---

Attach additional sheets if needed.

Please return to Vermont League of Cities and Towns, 89 Main Street, Suite 4, Montpelier, VT 05602-2948, fax to 802-229-2211 or email to Karen Horn, [khorn@vlct.org](mailto:khorn@vlct.org) by Friday, Aug. 26, 2016.

# VLCT TOWN FAIR AWARDS NOMINATION FORM

## LIFETIME ACHIEVEMENT AWARD

This award will be presented at Town Fair, October 6, 2016, at the Champlain Valley Fairgrounds in Essex Junction, Vermont.

The Lifetime Achievement Award is presented from time to time, to a municipal official or employee who has dedicated his or her career to serving local government within his or her own community and through service at a statewide level on boards or commissions or the Vermont League of Cities and Towns.

Name of person nominated: \_\_\_\_\_

Nominator: \_\_\_\_\_ Municipality: \_\_\_\_\_

Position(s) held by nominee: \_\_\_\_\_

*The nomination must be accompanied by a letter of recommendation from the local legislative body in which the nominee serves.*

Street address of nominee: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Years of Service to Municipal Government: \_\_\_\_\_

Reasons for nomination: \_\_\_\_\_

---

---

---

---

Please cite a specific example of the nominee's efforts to solve a problem that affects Vermont municipalities:

---

---

---

---

Please indicate an instance of the nominee advocating for local governments (in the legislature, at a regional commission, solid waste district, or similar regional forum, or as a member of an advocacy group) or working with other groups to achieve a goal beneficial to municipalities:

---

---

---

---

Attach additional sheets if needed.

Please return to Vermont League of Cities and Towns, 89 Main Street, Suite 4, Montpelier, VT 05602-2948, email to [khorn@vlct.org](mailto:khorn@vlct.org), or fax to 802-229-2211. The deadline is **Friday, August 26, 2016**.