



**To:** Managers, Town Administrators, Selectboards  
**From:** Karen Horn, VLCT Director of Advocacy & Public Policy  
**Date:** Sept. 4, 2018  
**Re:** **Vermont Town & City Management Association**  
Distinguished Service & Outstanding Achievement Award Nominations

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Each year, the **Vermont Town and City Management Association (VTCMA)** recognizes several of its members for their distinguished service to the profession of municipal management or for an outstanding achievement in their community. This awards program shines the spotlight on the good work being undertaken by Vermont's **town and city managers, assistant managers and town administrators**. VTCMA encourages excellence among all its members by highlighting examples of their exceptional work.

VTCMA is requesting nominations for the **Distinguished Service Award** and for the **Outstanding Achievement Award**. Municipal managers, assistant managers and municipal administrators are eligible award recipients. All nominations will be submitted to the VTCMA Awards Committee of the VTCMA Board of Directors for evaluation against the criteria established for each award.

Nomination forms and evaluation criteria are attached, as is a list of award recipients from years past. As you make your nomination, please keep these evaluation criteria in mind.

The deadline for submitting nominations is **Friday, October 5, 2018**.

Please email your nominations to [khorn@vlct.org](mailto:khorn@vlct.org) or mail your nominations to:

Karen Horn, Director  
Public Policy & Advocacy  
VLCT  
89 Main Street, Suite 4  
Montpelier, VT 05602

# VTCMA Nomination Guidelines

## AWARD DESCRIPTIONS

**Distinguished Service.** This award will be given to the Municipal Manager, Assistant Manager or Administrator who has demonstrated a history of leadership and integrity in one or more communities in Vermont. The nominee must also have provided service and leadership to organizations outside of his or her community.

**Outstanding Achievement.** This award will be given to a Municipal Manager, Assistant Manager or Municipal Administrator in recognition of a particularly bold and innovative project or for solving an unusually difficult problem. Examples include a downtown revitalization project, new and innovative ways of providing everyday services such as public safety and broadband services, helping to bring peace to a community after a particularly divisive issue, or finding an innovative solution to a difficult problem. Any project or effort that benefits a community or group of communities may be considered for this award. The nominee must have played a key role in developing the project as well as implementing it. The nominee may be self nominated or nominated by staff, peers, citizens or elected officials.

### Eligibility

Current, full members of the VTCMA are eligible for these awards. The Chief Elected Official from the community in which the nominee works must sign all nominations.

## EVALUATION CRITERIA

### Distinguished Service

1. Must be current, full member of VTCMA.
2. Shall not be past recipient of Distinguished Service Award.
3. Minimum of six years of service as the chief administrative officer or similar position for a community.
4. Employment as a professional municipal manager at the time of the award selection or recently retired.
5. Has made significant contributions toward excellence in leadership and demonstrated personal integrity while serving as the chief administrative officer or in similar position.
6. Service and contributions beyond that of the municipality or municipalities in which the nominee has served.

### Outstanding Achievement

1. Must be current, full member of VTCMA.
2. Nomination must describe the project and the nominee's role in the project.
3. Project should be a particularly bold or innovative solution to an unusually difficult problem.
4. The nominee must have played a key role in developing the project as well as in implementing it.

### Application

Please complete the appropriate form included with these guidelines. Make sure the form is completed and signed before returning it.

### Deadline

Please remit all nominations to Karen Horn, Director, Public Policy & Advocacy, Vermont League of Cities and Towns, 89 Main Street, Suite 4, Montpelier, VT 05602, or khorn@vlct.org by **Friday, October 5, 2018**.

### Award Notification

Award recipients will be announced at the VTCMA Fall Conference dinner, Thursday, October 25 at Peter Havens Restaurant in Brattleboro VT.



## VTCMA Outstanding Achievement Award

1. Nomination submitted by:

Name/Office Held	
E-mail	
Municipality	
Telephone	

2. Name of Nominee: \_\_\_\_\_

3. Explain the problem addressed by the project and why the problem was unusually difficult. (Use additional sheets of paper, if required.)

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4. Describe the project and how it addressed the problem in an innovative or bold manner. (Use additional sheets of paper, if required.)

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5. Explain the nominee's role in developing and implementing the project. (Use additional sheets of paper, if necessary.)

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6. Please provide additional information that would help the Awards Committee make a selection. Examples include letters from others who support the nomination and newspaper clippings that reported on the project.

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\_\_\_\_\_  
Signature, Chief Elected Officer

\_\_\_\_\_  
Date

Please remit all nominations to Karen Horn, Director, Public Policy & Advocacy, Vermont League of Cities and Towns, 89 Main Street, Suite 4, Montpelier, VT 05602, or [khorn@vlct.org](mailto:khorn@vlct.org), by **Friday October 5, 2018**.



## VTCMA Distinguished Service Award

1. Nomination submitted by:

Name/Office Held	
Email	
Municipality	
Telephone	

2. Name of Nominee: \_\_\_\_\_
3. Nominee has \_\_\_\_\_ years of service as a chief administrative officer in Vermont.
4. Nominee is currently employed as a municipal manager or administrator.  Yes  No
5. Describe how the nominee has exemplified qualities of integrity and leadership.  
(Use additional sheets of paper, if required.)

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6. Identify the organizations, outside of the municipality, in which the nominee has served and where possible, the length of service. (Use additional sheets of paper, if necessary.)

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\_\_\_\_\_  
Signature, Chief Elected Officer

\_\_\_\_\_  
Date

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