



**Vermont Town and City Management Association
Fall Conference
Sugarbush Resort, Lincoln Peak, Warren Vermont**

Wednesday, November 8 and Thursday, November 9, 2017

Wednesday, Nov. 8

- 8:30-9:10 am **Registration and Continental Breakfast**
- 9:10-9:20 am **Welcome and Introductions**
Steve MacKenzie, VTCMA President and Barre City Manager, will facilitate introductions and welcome participants to the conference.
- 9:20-11:20 am **Courageous Conversations**
Kerin Stackpole, Attorney Paul Frank and Collins, will discuss legal standards in employment and labor laws that govern your relationship as appointed officials and how to interact with employees and other appointed or elected officials. Topics will include anti-discrimination requirements, accommodating disabilities, avoiding harassment claims, proving just cause and managing in a unionized environment. Specific emphasis on the “Courageous Conversations” managers need to have with employees to elicit the best from them.
- 11:20 – 12:20 pm **Growing the Outdoor Recreation Economy**
Wendy Knight, Commissioner Tourism and Marketing, will discuss the outdoor recreation economy and work of the Outdoor Recreation Economic Collaborative with attendees. Tom Stuessy, Director Vermont Mountain Bike Association, invited.
- 12:20-1:10 pm **Lunch**
- 1:10 – 1:30 pm **VTCMA Membership Meeting**
The VTCMA Board will discuss business to come before the membership, including whether to join in meeting with VLCT’s Annual meeting in 2018.
- 1:30 -2:30 pm **Working with the Media – Effectively Getting Your Message Out**
Sue Allen, Assistant City Manager in Montpelier, former spokesperson for two governors and member of the press, Peter Hirschfeld, reporter with VT Public Radio, and Dean Mudgett, VLCT Communications Director, will discuss fostering good relations with the press and developing effective public messaging.
- 2:30 – 2:45 pm **Networking Break**
- 2:45 - 4:00 pm **Manager - Council/Board Relations**
What challenges or opportunities do you meet with your selectboard or city council? How do you define appropriate roles for the manager and the board? What are the best ways to approach a new majority board? What have been your successes? A panel of your peers will discuss their experiences and approaches to manager-board

relations. Patrick Scheidel, Municipal Manager Essex and Essex Jct., Bill Finger, ICMA Senior Advisor in Vermont and former manager in Shelburne, Middlebury and W. Rutland will join Cynthia Stoddard, former Putney Town Manager to discuss these issues.

4:00 - 6:00 pm **Free time: Enjoy a wide range of activities at Sugarbush Resort**
<https://www.sugarbush.com/>

6:00-9:00 p.m. **Social Hour, VTCMA Dinner**

Thursday, Nov. 9

7:30 - 8:45 am **Breakfast**

9:00 - 12:30 pm **Transitioning/Flexibility: An Active Workshop**
Turn uncertainty into opportunity. Flexibility and adaptability are now strengths necessary for team success. This program emphasizes the need to be open to challenges of change whether in thoughts, ideas, policy change, staff transitions or institutional re-organization. Activities will focus on transparency of expression and “letting go”, allowing all members of your team to share in voice, trust each other and (re) discover their commitment to common team goals. A Team from UVM’s Ropes Course program will lead the workshop.

12:30-1:30 pm **Lunch (to Include Legislative Preview)**
VLCT Advocacy staff will update attendees on legislative summer study committees, Gubernatorial commissions, and prospective priorities for the 2018 legislative session.

1:30 p.m. **Conclusion and Safe Trip Home**

*Check-in time is 4:00 p.m. Early check-in may be available but cannot be guaranteed.
Check-out time is 12:00 noon.*