VERMONT LEAGUE OF CITIES AND TOWNS
BOARD OF DIRECTORS MEETING

Thursday, December 18, 2025
12:20 p.m.
Hybrid Meeting – Via Zoom and
In Person at VLCT Offices, City Center, 89 State Street, Montpelier, VT

> The next meeting of the Vermont League of Cities and Towns Board of Directors will take place on Thursday, December 18th, 2025, in a hybrid format at the VLCT offices and on Zoom. Lunch will be served at 12 p.m. Members and the public may also participate via Zoom. The Zoom link will open at 12 p.m. T**he meeting will be called to order at 12:20 p.m**.

AGENDA

<u>Item</u>	<u>Time</u>
1. **Call to order by President; Introduction of new members and guests**	12:20 p.m.

2. Additions and Deletions to the Agenda   12:25 p.m.
<u>Action Suggested</u>: Board members should review the agenda, including adding or deleting items, moving items to and from the consent agenda, and having the President, board members, and staff identify items to be added under "Other Business."

3. Consent Agenda Items   12:30 p.m.
<u>Action Suggested</u>: Approve all items in gross and without debate or amendment. A single member can demand a separate vote for any of the series offered. Items voted separately require a separate motion to approve and may be fully debated and amended at the end of the agenda.
   a. Approve Minutes of November 20, 2025
   b. December Personnel Report

4. Organizational Update   12:35 p.m.
<u>Action Suggested:</u> No action required. Ted Brady will present the December VLCT Organizational Update.
   a. December Organizational Update

5. Adopt 2026 Work Plan   12:50 p.m.
<u>Action Suggested:</u> The Board may wish to adopt the proposed 2026 work plan.
   <u>**a.**</u> **Proposed 2026 Work Plan**
   <u>**b.**</u> **2025 Work Plan Tracker (Updated Through Q3)**
   <u>**c.**</u> **Summary of Strategic Plan Progress Article**

6. Appoint VLCT Board Member   1:05 p.m.
<u>Action Suggested:</u> The Board may wish to appoint a member to the vacant Board seat.
   a. VLCT Nominating Committee Report (to be circulated December 17th)

7. Legislative Update   1:10 p.m.
<u>Action Suggested:</u> No action required. Josh Hanford and Samantha Shaheen will join to provide an preview of the 2026 Legislative Session.
   a. Legislative Preview

8. Executive Session to Discuss Contracts and Real Estate Contracts (anticipated)   1:25 p.m.

9. **Authorize Signature of PACIF and VERB Annual Addendums**   2:00 p.m.

   Action Suggested: The Board may wish to formally authorize the Executive Director to sign the annual addendums to the administrative support service agreements for PACIF and VERB.

   a. PACIF Administrative Support Agreement
   b. Original 2026 PACIF Annual Addendum
   c. Proposed 2026 PACIF Partial Year Annual Addendum
   d. VERB Administrative Support Agreement
   e. Original 2026 VERB Annual Addendum
   f. Proposed 2026 VERB Patial Year Addendum

10. Other Business   2:15 p.m.

11. Adjourn   2:30 p.m.

DATES/TOPICS FOR UPCOMING BOARD MEETINGS

Thursday, January 15, 2026 @ 12:20 p.m.: *Committee Appointee Updates, Legislative Guests, Strategic Plan Review*
Thursday, March 19, 2026 @ 12:20 p.m.: *2025 Q4 Financials, Conflict of Interest Training*
Thursday, April 16, 2026 @ 12:20 p.m.: *Board Policy Review, Appoint and Charge 2027/2028 Municipal Policy Committees*
Thursday, June 18, 2026 @ 12:20 p.m. [In Person]: *2026 Q1 Financials, Municipal Service Awards*
Thursday, September 10, 2026 @ 12:20 p.m. (Note: this is not the third Thursday): *2026 Q2 Financials, Nominations and Appointments, Town Fair Preview*
Tuesday, October 6, 2026 @ 12:20 p.m. (Town Fair) [In Person]: *Adopt 2027 Budget and Set Dues, Adopt Municipal Policy for 2027/2028*
Thursday, November 12, 2026 @ 12:20 p.m. (Note: this is not the third Thursday): *2026 Q3 Financials / Adopt Legislative Priorities*
Thursday, December 17, 2026 @ 12:20 p.m.: *Adopt 2027 Work Plan, Review Trust Contracts*