

# **Muni Mornings with Kathleen: Recordings and Resources**

Each meeting in this Muni Mornings series is hosted by Kathleen Ramsay and enhanced by one or more guests who specialize in the month's scheduled topic. The meeting begins with a brief overview of the topic, then Kathleen moderates a Q&A session where participants ask questions and share their successes and lessons learned in their own work.

## More In This Series

- Thursday, June 26, 2025 – Highway Hiring
- Thursday, July 24, 2025 – Capital Budgeting
- Thursday, August 28, 2025 – Budgeting
- Thursday, October 23, 2025 – PACIF Policy Portal Tips
- Thursday, November 13, 2025 – Communication Tools
- Thursday, December 11, 2025 – Budgeting Roundtable

## Host

Kathleen Ramsay, VLCT Municipal Operations Specialist

### **August 28, 2025 – Muni Morning + Money Matters with Kathleen and Marguerite: Tools & Tips for Capital & Operating Budgets**

Watch this dual MuniMornings + Money Matters event, where we share tools and tips for building capital and operating budgets!

#### **Presenters**

Kathleen Ramsay, Municipal Operations Specialist, VLCT [kramsay@vlct.org](mailto:kramsay@vlct.org)

Marguerite Ladd, Government Finance Specialist, VLCT [mladd@vlct.org](mailto:mladd@vlct.org)

#### **Resources**

[Muni Morning + Money Matters Slides](#)

[Tools & Tips for Capital & Operational Budgeting](#)

### **June 26, 2025 – Highway Hiring**

In this fifth session in the monthly series of Zoom meetings, host Kathleen Ramsay is joined by Larry Smith of VLCT and Crystal Grant of Middlebury Town. Kathleen, Larry, and Crystal review VLCT's [Hiring Toolkit](#), [Commercial Motor Vehicle Operations Manual for](#)

[Municipalities](#), and a new [Highway/DPW Hiring Process Step-by-Step Guide](#).

- Recruiting
- Onboarding
- Team Building
- Retention
- Building the Pipeline for Future Staff

### **Presenters**

Kathleen Ramsay, Municipal Operations Specialist, VLCT

### **Resources**

- [Hiring Toolkit](#)
- [Commercial Motor Vehicle Operations Manual for Municipalities](#)
- [Highway/DPW Hiring Process Step-by-Step Guide](#)

## **May 19, 2025 – Hiring your First Administrative Assistant or Town Administrator**

In this fourth session in the monthly series of Zoom meetings, host Kathleen Ramsay is joined by Julie McKenzie, PACIF's Acting General Counsel. Kathleen and Julie's presentation will:

- Review a new resource, [Why Hiring a Town Administrator is Beneficial for a Selectboard](#).
- Outline how to determine whether hiring a Selectboard Assistant or Town Administrator is right for your town.
- Discuss the interplay of expectations, roles and responsibilities, job descriptions and compensation packages.
- Share VLCT resources for effective and compliant recruitment, hiring and onboarding practices. Resources include VLCT's Hiring Toolkit, Job Description Toolkit and

## Compensation & Benefits Survey.

Kathleen and Julie will provide pro tips for finding and hiring qualified candidates and budgeting for the position.

### **Presenters:**

Kathleen Ramsay, Municipal Operations Specialist, VLCT

Julie McKenzie, Acting General Counsel, VLCT

**Resources:** [Hiring Your Towns First Town Administrator or Administrative Assistant Presentation Slide Deck](#)

### **Links**

- [Hiring Your First Town Administrator or Selectboard Administrative Assistant](#)

## **Thursday, April 24, 2025 – Preparing for Summer Storms**

In this third session in the monthly series of Zoom meetings hosted by VLCT's Municipal Operations Specialist Kathleen Ramsay. Kathleen is joined by Bonnie Waninger, VLCT Project & Funding Specialist, and Marguerite Ladd, Government Finance Specialist. Together they introduce and review two new tip sheets to help your town prepare for flooding events and other natural disasters – one for public works and public safety personnel and one for administrative staff – both designed to help you maximize reimbursement for damages.

In an information-filled half hour, we will start with a brief (5- to 10-minute) presentation, followed by an opportunity for attendees to share tips and advice of their own, and time to ask the panel questions.

### **Presenters:**

Kathleen Ramsay, Municipal Operations Specialist, VLCT

Bonnie Waninger, Project & Funding Specialist, VLCT

Marguerite Ladd, Government Finance Specialist, VLCT

**Presentation:** [Preparing for Summer Storms - Slide Deck](#)

**Resources:**

- [FEMA Public Assistance Program Pocket Guide](#)
- [FEMA Preliminary Damage Assessment \(PDA\) Pocket Guide](#)
- [What to do When a Major Storm is in the Forecast](#)
- [Disaster Response Documentation Tips](#)
- [Maximize Your Eligibility for Disaster Damage Repair Expense Funds](#)

### **March 27, 2025 – Hiring for Summer Rec Programs**

The second of a series of monthly Zoom meetings hosted by VLCT's Municipal Operations Specialist Kathleen Ramsay and Jill Muhr, Senior Human Resources Consultant, VLCT PACIF, will review VLCT's [Hiring Toolkit](#) and share new resources as they apply to hiring staff for summer recreation programs.

- Recruiting
- Onboarding
- Team Building
- Retention
- Building the Pipeline for Future Staff

For the rest of the hour, Kathleen will moderate a Q&A session and encourage participants to share successful hiring tips and tricks of their own!

**Presenters:**

Kathleen Ramsay, Municipal Operations Specialist, VLCT

Jill Muhr, Senior Human Resources Consultant, VLCT PACIF

**Presentation:** [Hiring for Summer Rec Programs Slide Deck](#)

**Resources:**

- [Hiring for Summer Rec Programs](#) that includes links for:
  - [Hiring Lifeguards](#)
  - [Hiring Day Camp Staff](#)

## February 27, 2025 – Selectboard Organization & Onboarding

### Muni Mornings with Kathleen: Selectboard Organization & Onboarding

In the first of a series of monthly Zoom meetings hosted by Kathleen Ramsay, Kathleen shares a slew of pro tips and tricks through these **two new checklists** designed to help your selectboard get off to a great start for its new year:

- [Preparing for the Selectboard's Annual Organizational Meeting](#)
- [The Selectboard Resources Compendium](#)
- [Onboarding New Selectboard Members](#)
- [Selectboard Retreat Ideas](#)

The rest of the hour, Kathleen moderates a Q&A session and where participants share successful tips and tricks of their own! Garrett Baxter from VLCT's Municipal Assistance Center is Kathleen's guest and helps answer questions.

**Presenters:**

Kathleen Ramsay, VLCT Municipal Operations Specialist

Garrett Baxter, Senior Staff Attorney, VLCT Municipal Assistance Center

**Resources:** [Selectboard Organization & Onboarding Presentation Deck](#)