Muni Mornings with Kathleen: Recordings and Resources

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Each meeting in this Muni Mornings series is hosted by Kathleen Ramsay and enhanced by one or more guests who specialize in the 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 - *Coming soon!*

Host

Kathleen Ramsay, VLCT Municipal Operations Specialist

August 5, 2026 – Local Option Tax – How to Adopt It and What Towns Are Doing with It

Rebecca Sameroff, Deputy Commissioner of the Vermont Department of Taxes, walks through how municipalities can adopt the local option tax, highlighting the key steps and considerations in the process.

Kathleen Ramsay, Municipal Operations Specialist, VLCT, shares how Vermont towns with a local option tax use this revenue to support municipal services, fund capital projects, and advance community priorities.

Susan Senning, Staff Attorney II, VLCT, joins the conversation to answer common questions about town meeting warning articles related to the local option tax. She also provides practical guidance on legal requirements, timing, and language.

Presenters

Rebecca Sameroff, Deputy Commissioner, VT Dept of Taxes

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Kathleen Ramsay, Municipal Operations Specialist, VLCT

Susan Senning, Staff Attorney II, VLCT

Resources

VT Dept of Taxes Presentation Slide Deck(opens in a new tab)

VLCT Presentation Slide Deck(opens in a new tab)

May 6, 2026 – VEM's Emergency Resources

Kathleen's guest was Emily Harris, Engagement Section Chief at Vermont Emergency Management (VEM), who spoke about simple, practical steps you can take to improve your town's emergency preparedness. She also reviewed VEM's support resources, including newly available on-demand sessions you can use to help orient new board members, staff, and volunteers.

Resources

- Vermont Emergency Management YouTube Channel
- Vermont Emergency Management Website
    - Email lists
    - Newsletter
    - VTAlert
    - VEM Regional Coordinators
- State of Vermont Learning Management System

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- 2026 Vermont Emergency Management Engagement Survey
- Regional Emergency Management Committees
- Emergency Relief and Assistance Fund status
- Registration for Public Assistance Trainings through the Vermont Local Roads program

February 4, 2026 – Selectboard Onboarding & Board Development Tips

Enhanced & updated! Plan ahead to kick off your selectboard's best year yet. Kathleen Ramsay shares pro tips and two updated checklists to help you prepare for the annual organizational meeting and support a smooth transition for new selectboard members.

Presenters

Kathleen Ramsay, Municipal Operations Specialist, VLCT
Susan Senning, Staff Attorney II, VLCT

Resources

Post-Event Follow-Up, Selectboard Onboarding and Board Development: Simple Steps That Make a Big Difference (PDF, 75.93 KB)(opens in a new tab)

November 13, 2025 – Communication Tools for Building Community & Trust: Crowdsourced Tips!

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Discover a treasure trove of tips on how municipalities across the state used both analog and IT-based communication strategies to foster community and trust. Municipal leaders, department heads, and staff will find these methods invaluable for enhancing connectivity and transparency in your area.

Why You'll Want to Watch:

- **Innovative Communication Techniques**: See how different municipalities creatively used both traditional and modern communication tools.
- **Building Trust and Community**: Explore strategies that effectively bridged gaps and strengthened community bonds.
- **Practical Takeaways**: Gain actionable insights you can still apply today to improve communication in your own community efforts.

Presenter

Kathleen Ramsay, Municipal Operations Specialist, VLCT kramsay@vlct.org (opens in a new tab)

Resources

Presentation Slide Deck(opens in a new tab)

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

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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 (opens in a new tab)

Marguerite Ladd, Government Finance Specialist, VLCT mladd@vlct.org (opens in a new tab)

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

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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.

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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**(opens in a new tab)

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

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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

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- 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

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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

Publication Date

08/05/2026

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Current as of: 11/21/2026