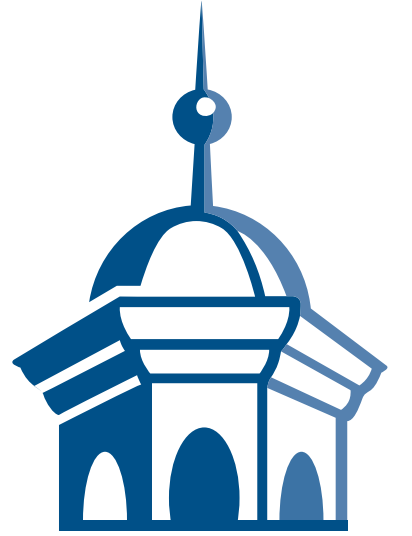


February 27, 2025



Muni Mornings

Selectboard Organization & Onboarding

Kathleen Ramsay, Municipal Operations Specialist

Vermont League of Cities and Towns

Thank you!



Thank you to the Municipal Assistance Center (MAC) Team for creating the extensive library of resource materials and tool kits available on VLCT's website and reviewing the checklists and materials developed for this edition of Muni Mornings.



Special thanks to MAC Senior Staff Attorney Garrett Baxter for joining me this morning to answer any questions you may have about organizational meetings and municipal law.

Municipal Operations Support Team



*Running a Vermont Municipality is Complicated.
We Can Help.*

Find us: <https://www.vlct.org/municipal-operations-support>

Contact us: info@vlct.org or [Ask A Question](#)

Muni Mornings

Selectboard Organization & Onboarding

New Resources

- Compendium of Resources for Selectboard Members
- Onboarding New Selectboard Members
- Organizational Meeting Checklist & Checklist Detail
- Retreat Ideas

Helpful Resources for Your Town's Governing Body

This is a list of resources to consider including as you prepare a compendium of resources for your Selectboard. Start with available documents and add to the compendium over time.

Selectboard Resources



Muni Mornings

Welcome New Board Members



Middlebury, March 12, 2024 - Town Clerk Karin Mott, Selectboard Member Fred Dunnington & Selectboard Member Farhad Khan

Muni Mornings

Welcome New Board Members

- Reach out right after the election, before the first Selectboard meeting, to set up an introductory meeting.
- Exchange contact & schedule information.
- Offer a tour of Town facilities -- time the tour to meet employees, if possible.
- Order a nameplate (if the turnaround is too tight for the first meeting, consider making a temporary nameplate).
- Provide forms needed for payment of the Selectboard stipend, if applicable. W-4, direct deposit, etc.

Welcome New Board Members - continued

- Provide resources, including your Town's Annual Report and VLCT's Selectboard Manual. Roles and Responsibilities of the Selectboard provides a nice overview of the position.
- VLCT's Town Manager Government Structure or Town Administrator Role and Responsibilities, if/as appropriate, are helpful as well.
- Assist with registration for Selectboard Essentials: Your Building Blocks for Success on Saturday, March 22nd this year, in person and virtual attendance available.
- Provide information about VLCT's Municipal Access Portal, which is necessary to access VLCT's resources and register for events.

Muni Mornings

Organizational Meeting



Middlebury Selectborad, March 26, 2024 - Left to Right Back Row - Isabel Gorgarty, Fred Dunnington, Dan Brown, Farhad Khan.
Front Row - Andy Hooper, Brian Carpenter, Heather Seeley

Selectboard Organizational Meeting - Make it Special!

- Oath of Office for newly-elected members
- Photo of Full Board
- Organizational Meeting Checklist Items
- Adopt/Review Rules of Procedure
- Nameplates (printouts on card stock work)

Selectboard Retreat Ideas!

- Welcome gathering for existing board members to meet new members
- Tour Town Facilities and/or the site of an upcoming road project
- Selectboard Essentials watch party
- Workshop or class by local expert
- Pro tip: Food is always appreciated & sharing food builds community

Have questions?

LET US KNOW!

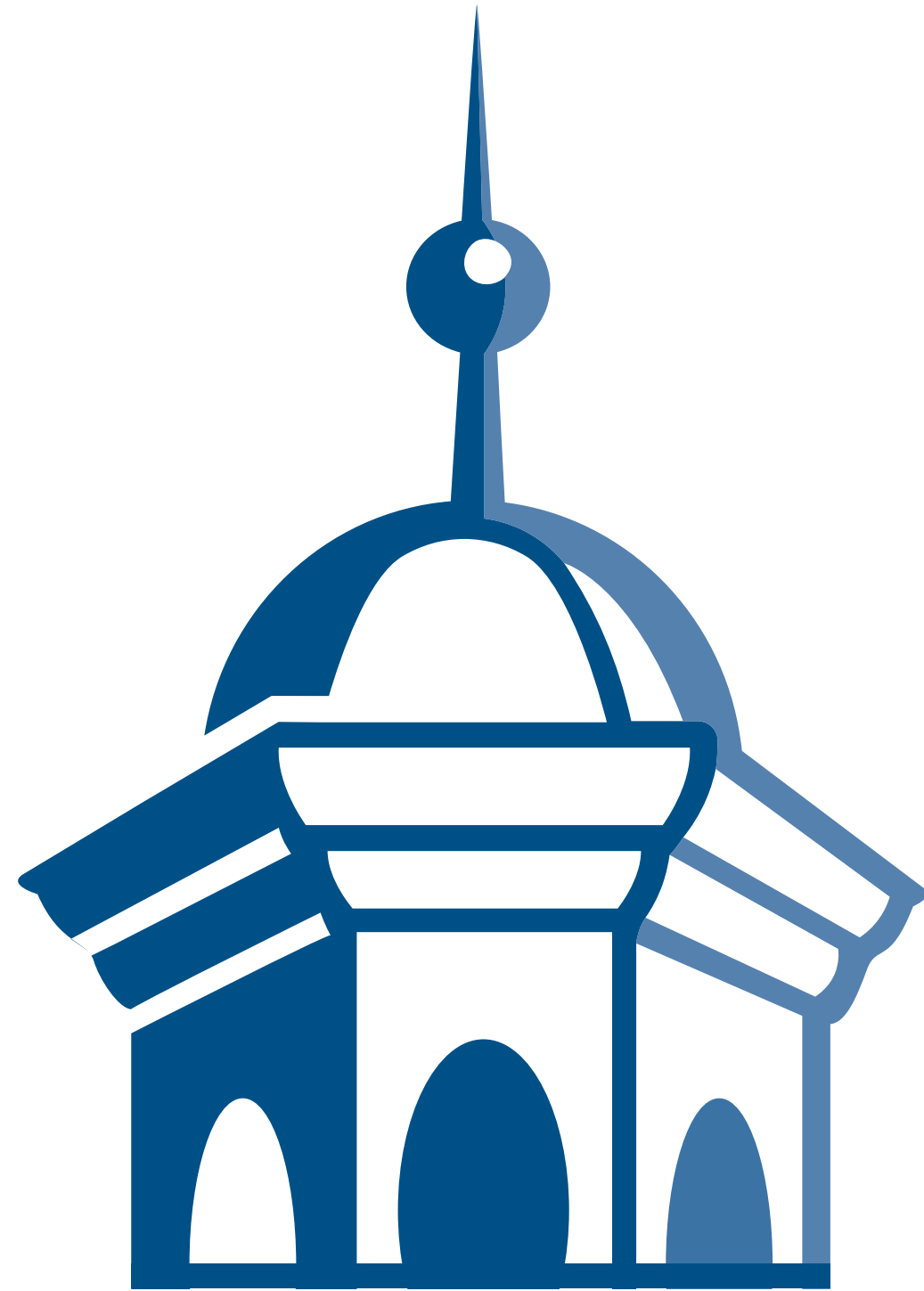


Kathleen Ramsay, kramsay@VLCT.org

Vermont League of Cities and Towns

802-229-9111

VLCT.ORG



VLCT Announcements!

❖ Be Prepared to Update Your Contacts

- vlct.org/UpdateContacts Please respond to our email seeking the name, addresses, etc. for each official whose role changed as a result of Town Meeting.

❖ Need Help with April Reporting for ARPA?

- vlct.org/ARPAhelp - Long before the deadline, book a meeting with Katie Buckley to get set with the federal portal.

❖ Avoid Common Winter Hazards

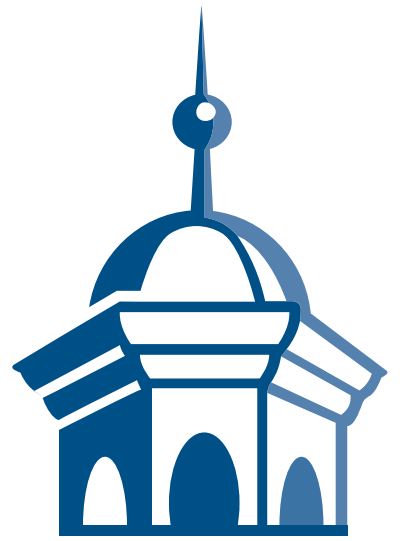
- vlct.org/wintersafety - Icy conditions across the state mean it's time to walk "like a penguin", using short or shuffling steps, and be careful in other ways, too.

Selectboard Essentials!

- Registration for Selectboard Essentials: Your Building Blocks for Success is open!
- Saturday, March 22nd this year.
- Offered in person at Capital Plaza, Montpelier, with virtual attendance also available.



Next Month on March 27th!



Muni Mornings

Hiring for Summer Recreation Programs

Kathleen Ramsay, Municipal Operations Specialist

Vermont League of Cities and Towns