

Selectboard Workplan—2016

DRAFT

Recurring Items

March

- Review mowing & brush-hogging proposals; select contractor(s)
- Burns property—distribute request for lease proposals to mow hayfield; review proposals
- Announce vacancies on commissions, committees, boards, and of appointed positions

April

- Paving Plan—review with Road Commissioner
- Police Services Contract for FY16—begin to review
- CVFRS quarterly financial update
- Approve update to Local Emergency Operations Plan
- Approval update to Hazard Mitigation Plan

May

- Police Service Contract—approve renewed contract
- Paving bid—review bids and select contractor

June

- Officially approve all salaries for FY17

July

- CVFRS quarterly financial update

August

- Set tax rate
- Employee annual reviews

September

- HVAC—seek proposals; review proposals
- CVFRS quarterly financial update
- Pre-budget meetings with committees/commissions/officials
- Review and/or hearings for update to Town Plan
- Audit field work
- Auditor—renewal of three year agreement, or RFP
- Meet with State Police

October

- Budget meetings with committees/commissions/officials
- Hearing for update to Town Plan
- Volunteers Holiday Party—approve plan

November

- Budget meetings with committees/commissions/officials

- Hearing for update to Town Plan
- Review draft FY16 audit report (financial statements)
- Draft/review Management Discussion & Analysis (MD&A) for audit report

December

- Budget—draft
- Town Meeting Warning—begin drafting
- Selectboard report for Town Report—draft
- Audit (financial statements)—approve

January

- Budget--approve
- Town Meeting Warning—approve
- Town Report—finalize
- CVFRS quarterly financial update

February

- Prepare for Town Meeting

Possible Other Items

- CVFRS Memorandum of Agreement—amend for surplus
- Town Plan update—meet with Planning Commission
- Charlotte Park & Wildlife Refuge Management Plan update—meet with Committee
- Right-of-Way Ordinance
- Hazardous Materials Ordinance
- Thompson's Point Wastewater Ordinance and Fees
- Bridge 14 (Spear Street)—determine process for repairing rails and curbs
- Create financial control policy/procedure
- Burns property—conservation easement
- Trail Scoping Project (via approved grant)
- Town Hall carpet (replace)—seek proposals in ____; replace in ____
- Distribute Request for Proposals for cleaning Town Hall, and select contractor
- Meet with committees/commissions/officials in May or June for mid-year check-in
- Meet with town employees—annual meeting, etc.
- Village wastewater
- Affordable housing grant program—review program to see if it can be improved
- Purchase of pumper
- Create e-mail policy for town officials