

GOALS AND WORKPLAN
3/5/14

GOAL	AVG	RESPONSIBLE	STATUS	NEXT STEP
Underway or on-going				
Town Hall & library H2O system			Waiting for second quote	Install
Improve communications with committees & commissions		Selectboard	Selectboard liaisons will report quarterly	Ongoing
Contract with new audit firm	5.0	Selectboard	Bids have been received	Interviews scheduled, decision pending
Landscape & drainage around Town Hall. Move monument	5.0	Charles	RFP being drafted, plans well developed Will have draft by March 24.	Approve
High Priority				
Determin appropriate salary administration program	5.0	Ellie		
Set up email for selectboard	5.0	Dean		
Public safety		Matt and Dean		
Form new safety committee to determine implementation	4.8	Selectboard	Town Meeting commitment	
Improve signage	4.6		Town Meeting commitment	
Focus on Spear St./Hinesburg R intersection	4.3		Town Meeting commitment	
Traffic study, Spear St. Ext.			Refer to Safety Committee	
Bridges 14, 30 & 31 & Sequin	4.6	Fritz	ongoing	Update SB monthly
Human Resources issues		Ellie		
Update personnel policies	4.6		Corrections throughout needed	Include clarification of compensatory time off
Do performanc appraisals for employees	4.0			Determine procedure
Implement procedure for approving time sheets	4.0			
Set up process for tracking paid time off	4.2			
Evaluate and improve internal control procedures for Town accounting methods	4.5	Charles		
Develop purchasing policy	4.2	Lane and Charles	Umbrella drafted. Much more needed	Work with consultant and determine priorities
Complete MOA for Burns' Long term land use for Burns'	4.0	Ellie	Kate will prepare updated draft of an agreement, with map, for SB review	Ellie is working with Kate Lampton
Next priority				
Microphones for Town Hall mtgs	3.8	Lane	Need more proposals	If we do not tie into CCS the solution is easier
Seek approval of new Town Plan, with Planning Comm.	3.8	Charles and Planning Comm.	No recent discussion	Selectboard review and hearings
Develop credit card policy	3.3	Ellie	Draft has been written for library	Approve for Library
Ferry Rd. drainage	3.3		No recent discussion	
Right of Way permit procedure	3.3	Dean	No recent discussion, policy being drafted?	
Develop alternatives for CVRS to decrease costs	3.0	CVFRS and advisory board to make recommendations.	Ellie to review with Matt and Fritz	
Improve communications with public				
1. website	3.0	Charles		
2. articles in News	3.8	rotate	Lane to assign SB member monthly	
3. ?televise SB meetings	2.6		Put on SB agenda for discussion	
Burn's waste-water allocation	3.0	?Fritz	No recent discussion. Winslow was working on this	

