

GOALS AND WORKPLAN  
3/5/14

GOAL	PRIORITY	AVG	RESPONSIBLE	STATUS	NEXT STEP
Bridges 14, 30 & 31 & Sequin	5,3,5,5,5	4.6	?Fritz	ongoing	Update SB monthly
Public safety			?Matt		
Need to form new committee to determine implementation	5,5,4,5,5	4.8		Town Meeting commitment	
Focus on Spear St./Hinesburg R intersection	5,3,4,5	4.3		Town Meeting commitment	
Improve signage	4,4,5,5,5	4.6		Town Meeting commitment	
Speeding ordinance draft	underway			Draft ready for approval	Approve draft
Complete MOA for Burns' Long term land use for Burns'	2,5,4,5	4.0	Ellie	Complete asap	Ellie is working with Kate Lampton
Develop alternatives for CVRS to decrease costs	3,3,5,3,1	3.0	Ellie and CVFRS		CVFRS and advisory board to make recommendations
Review and refine budgeting process	3,2,3,2,3 underway	2.6	Charles & Lane	Prior to start of budget process	Draft schedule. Can be done before budget process begins
Contract with new audit firm	5,5,5,5,5 underway	5.0		Bids have been received Interviews scheduled, decision pending	
Human Resources issues					
Update personnel policies	3,5,5,5,5	4.6	Ellie	Corrections throughout needed	Include clarification of compensatory time off
Do performance appraisals for employees	2,5,3,5,5	4.0			
Implement procedure for approving time sheets	5,3,2,5,5	4.0			
Set up process for tracking paid time off	3,5,3,5,5	4.2			
Determine appropriate salary administration program	5,5,5,5,5	5.0			
Improve communications with committees & commissions	underway				Selectboard liaisons will report quarterly
Burn's waste-water allocation	2,4,3,4,2	3.0		No recent discussion. Winslow was working on this	
Develop purchasing policy	5,5,5,4,2	4.2		Umbrella drafted. Much more needed	Work with consultant and determine priorities with various phases of implementation
Develop credit card policy	3,5,2	3.3	Ellie	Draft has been written for library	Approve. Need clear proposal among Town dep'ts
Affordable Housing	2,3,2,3,4	2.8		Grant to be administered by Selectboard	Decide if new committee needed
Landscape and drainage around Town Hall. Move monument	5,5,5,5	5.0		RFP being drafted, plans well developed Will have draft by March 24.	Lane is working on the committee with Winslow Approve
Improve communications with public					
1. website	4,1,4,1,5	3.0			
2. articles in News	5,5,1,3,5	3.8	rotate	At least monthly articles	Brett is asking if we will have a Selectboard corner. Assign SB member monthly
3. ?televise SB meetings	1,3,1,3,5	2.6			Put on SB agenda for discussion
Town Hall & library H2O system	underway			Waiting for second quote	Install
Evaluate and improve internal control procedures for Town accounting methods	4,5,5,4	4.5	Charles		
Deal with Laberge firing range	3,3,1,1	2		No recent discussion	
Ferry Rd. drainage	3,2,3,5	3.3		No recent discussion	
Seek approval of new Town Plan, with Planning Comm.	3,4,5,2,5	3.8	Planning Comm.	No recent discussion	
Right of Way permit procedure	3,2,3,5	3.3		No recent discussion, policy being drafted?	
Set up email for selectboard	5,5,5,5	5.0			
<b>Lower priority projects from last year</b>					
Access to Town land on Thompson's Point	2,1,3,1,5	2.4		No recent discussion	
Town Hall Painting	3,2,5,1,3	2.8			
Do agreement with Justin Wygams				No recent discussion	
Improvements for bikers/walkers	2,3,1	2.0		No recent discussion	
New carpet for Town Hall	2,4,1	2.3			
Overlook	underway			Property has new owner	
Capital budgeting for Town	1.0	1.0		No recent discussion	
Drapes for north door of Town Hall	2,1,4,1	2.0			
Microphones for Town Hall mtgs	3,3,4,5	3.8	Lane started effort	Need more proposals	If we do not tie into CCS the solution is easier
Buy voting tabulators	1,4,1	2.0			
Review dog ordinance	2,4,1	2.7		need new report form?	

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<b>Primary Responsibility</b>					
Planning and Zoning					
CVFRS					
Bridges and roads					
Thompson's Point Wastewater					
Senior Center					
Library					
Charlotte Park and Wildlife Oversight					
Trails					
Conservation					
Energy					
Recreation					
Public Safety					
Building and Grounds					
Auditors					
CCS/CVU					
Human Resources					
Legal matters					