

## Draft Selectboard Work Plan for 2024

### March

- Review mowing & brush-hogging proposals; select contractors (*annual*)
- Interview/appoint/reappoint candidates for committees/boards/commissions (*annual*)

### April

- Interview/appoint/reappoint candidates for committees/boards/commissions (*annual*)
- Paving plan, RFP and contract—coordinate with Road Commissioner (*annual*)
- Approve update to Local Emergency Management Plan (*annual; required by May 1<sup>st</sup> for federal and state emergency grant eligibility*)
- Review contracts to be renewed or put out to bid (*annual*)

### May

- CVFRS 3<sup>rd</sup> quarter financial update (*quarterly/annual*)
- Police Service Contract—meet with VT State Police (*biannual*)
- Put contracts not being renewed out to bid (*annual*)

### June

- Officially approve all salaries for FY24 (*annual*)
- Renew contracts, or review bids for new contracts and make selection (*annual*)

### August

- Set tax rate (*annual*)
- Audit field work—week of August \_\_\_\_ (*does not necessarily involve Selectboard*)
- CVFRS 4<sup>th</sup> quarter financial update & end of fiscal year (*quarterly/annual*)

### September

- Begin budget meetings with committees/commissions/officials (*annual*)
- Message committees/boards/officials about deadline for the Town Report (*annual*)

### October

- Budget meetings with committees/commissions/officials (*annual*)
- CVFRS 1<sup>st</sup> quarter financial update & preliminary FY23 budget review (*quarterly/annual*)

### November

- Budget meetings with committees/commissions/officials (*annual*)
- Review/approve draft audit report and Management Discussion & Analysis (MD&A) (*annual*)
- Discuss/approve Town Report dedication (*annual*)

### December

- Review requests for Town Meeting Articles (*new*)
- Review complete draft budget (*annual*)
- Town Meeting Warning—begin drafting (*annual*)
- Selectboard report for Town Report—draft (*annual*)

### January

- CVFRS 2<sup>nd</sup> quarter financial update & final FY23 budget (*quarterly/annual*)
- FY24 budget—approve (*annual*)
- Town Meeting Warning—approve (*annual*)
- Town Report—finalize (*annual*)

### February

- Employee performance reviews (*annual*)
- Mowing and brush-hogging RFPs (*annual*)
- Post notice of upcoming town official and committee vacancies (*annual*)
- Prepare for Town Meeting (*annual*)

**Possible New Items for 2024 Work Plan**

- Grant Research Committee
- Creation of a Capital Improvement Plan
- Update to Budget Planning Process
- Health Insurance – Reconsideration of Structural Changes

**Items remaining from 2023:**

- Salary Administration Policy
- Personnel Policy changes
- Committee Funding Structure
- Agreement with CVFRS
- Trail easements and construction; ~~scoping study~~ (**Village Loop Trail may be ready for 2022 construction—will be on March 14<sup>th</sup> agenda**)
- Beach Master Plan
- Conflict of interest policy review; or possible creation of board (**In process**)
- Policy for discussing easements for interaction with private landowners concerning easements, boundary adjustments, acquisitions, donations, etc.
- Food Truck (Mobile Food Vendor) ordinance
- Plouffe Lane trailhead—signage and pull-offs
- West village (Senior Center) Parking Area
- Senior Center—Approve hiring Assistant to Senior Center Director
- Agreement with CVSD regarding use of school and grounds (from 2020)
- Mid-year meetings with Town committees
- Morningside Drive—downgrade to Class 4 Town Highway
- Sewage Allocation Ordinance (**Clarification needed**)
- Whiskey Bay—dog control, dog poop disposal
- Capital budget and program
- Affordable Housing Fund and Grant Program
- Economic Development Committee
- Policy regarding drilled wells on Thompson’s Point
- Ordinance for work (curb-cuts, drainage, parking, signs, utilities) in Town rights-of-way
- Shared well agreement for flea market well
- Fix door on well-head at flea market