

Draft Selectboard Work-plan for 2025

March

- Review mowing & brush-hogging proposals; Select contractors (*annual*)

April

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

May

- Put contracts not being renewed out to bid (*annual*)

June

- Officially approve all salaries for FY26 (*annual*)
- Renew contracts, or review bids for new contracts and make selection (*annual*)

July

- None

August

- Set tax rate (*annual*)
- Audit field work (*does not necessarily involve Selectboard*)

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*)

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

January

- FY27 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 2025 Work-plan

- Capital Planning Process
- Updating the Selectboard's budget planning process;
- Updating the Town's purchasing policy
- Establishing a fee schedule for the West Village Wastewater System
- Schedule quarterly budget updates with the Town Treasurer & CVFRS
- Charlotte Committee/Commission/Board Handbook
- Finalize Tax Credits for eligible projects under the Inflation Reduction Act
- Update the Town's Highway Access Permit policy
- Policy regarding work in the Town's right-of-way

Items remaining from 2024:

- Update the Memorandum of Understanding with CVFRS
- Town Beach Master Plan
- Conflict of interest policy review; or possible creation of board
- 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
- 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
- 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
- Obtain permits for sand shed (**partially done**)