

Department (primary)	Board/Committee/Commission	Task	Work category	Frequency	Timeframe	Other departments involved	Priority Level	timeframe (next 3 months, 6	Notes	Completed?
Admin	Selectboard	AFSCME Union Negotiations	HR	Every three years (Police are also once every 3 years)			High - MUST DO			
Admin	Selectboard	Communications Union District	CUD	Ongoing	Year-long - eventually hope to get a community member to volunteer		High - MUST DO			
	Selectboard	Decision on manager's contract renewal (TBD by 4/1/24)	Contracting		Preferable decision by 3/1/24		High - MUST DO			
Admin, Community Development, Public Works	Selectboard	Municipal complex - site investigation; cost estimates and payment methods for new facilities; timelines for construction, votes	Municipal Complex	Ongoing	Year-long	Planning Commission, Zoning Board; Admin, Community Development, Public Works	High - MUST DO			
Parks & Recreation	Selectboard	Tree Farm Management Plan	Tree Farm		By 1/1/25 (confirm date)		high - MUST DO			
Admin, Community Development	Selectboard	Boards/commissions/committees: transition from PC/ZBA to PC/DRB	DRB			Planning Comm	High - (maybe) MUST DO			
Admin	Selectboard	Capital budget & 5-year plan	5 Year Plan			Community Dev	High			
Admin	Selectboard	Logo redesign	PR	Rarely		Recreation	High/Medium			
	Selectboard	Connectivity of neighborhoods where right-of-way exists					Low			
	Selectboard	I have heard requests for more recorded meetings to be posted on-line. Do we have/need a policy and/or additional funds/expertise to support this? (from Andy)					Low		Keep making progress with existing efforts; look into automation for	
		Revenue - understand possible revenue streams	Revenue				Low			
	Selectboard	Review Tax Sale Policy, delinquent taxes					Low			

	Selectboard	Revisit Fund Balance Policy. Give more back to taxpayers? Assign set % to capital? Same policy for water/sewer budget?					Low		Consider review in fall; before budget	
	Selectboard	Senior Center and Senior Van - planning for the future					Low		Make sure SB gets updates	
	Selectboard	Set goal for unrestricted amount in water/sewer budget, akin to 15% unallocated general fund balance (from 5/1/23 meeting); show revenue in w/s budget	Ordinance				Low			
Community Development, Parks and Recreation	Selectboard	Trail network	Trails				Low		Keep making progress with ongoing work	
	Selectboard	Do we have/need an updated Economic Development Plan (or is this now part of the Town Plan)? (from Andy)					Low		Finish Town Plan first. May become higher	
Admin	Selectboard	Boards/commissions/committees: improve communication and goal-setting	Communications			all boards/comr	Medium		Manager's report. Minutes in packets. Quarterly or so updates from bds/committees/cms; cohesive visionin, planning, etc.	
Admin	Selectboard	Boards/commissions/committees: revisit committee structure, membership requirements, etc	Committees				Medium			
Admin	Selectboard	Continue reviewing and pursuing proposed charter amendments	Charter	Variable	May – December 2023; additional public education and outreach January – March 2024	Clerk; others as necessary	Medium			
Admin	Selectboard	Declaration of Inclusion	DEI	Once	April-July 2023	All	Medium			
Public Works	Selectboard	Identify building and facility needs	Facilities			Admin, Fire	Medium			

Admin, Fire, Police	Selectboard	Planning for future of emergency services	Public Safety				Medium			
Admin	Selectboard, Planning Commission	Revenue - Consider pursuing new or updated revenue streams (impact fees, enterprise funds, etc.)	Revenue	Varies	May – November 2023	Finance, Recreation, Com Dev, Public Works, Fire	Medium (some more important than others)		Consider financial revenue streams (impact fees, enterprise funds, interest-bearing accounts, facility	
Admin	Selectboard	Departmental strategic plans (3-5 years); budget, staffing, capital, programs/projects	5 Year Plan				Medium/High			
Police	Selectboard	Boards/commissions/committees: make sure Community Advisory Board is started and supported	Committees			Admin	Medium/Low		Already under way	
	Selectboard	Forest Management Plan for our parks and conserved lands (from Andy)					Medium/Low		Understand what plans exist	
		Revenue - understand revenue that Town receives	Revenue		August - Nov 2023 (budget cycle)		Medium/Low		show during budget cycle. interest, penalties, etc. General fund,	
	Selectboard	Saxon Hill buffer management					n/a		Andy to notify	5/9/2023