

ANNUAL WORK PLAN – Town of Essex - Special Projects FY24-FY25

Budget year: FY25

Department: Administration

Budgeted staff: 4.5 (Manager, Deputy Manager, Assistant to the Manager/Public Information Officer, HR Director, part-time Administrative Assistant)

Primary function(s): Overall management of all Town operations, including but not limited to personnel, finances, planning, legislative support.

Task	Priority Level	Deadline	Progress status	Value	Other departments involved	1st Quarter notes	2nd Quarter notes	3rd Quarter notes	4th quarter notes	End of year update
Police Association contract negotiations	1 - Mandatory	6/30/2025	Not started		Police					
ADA Self evaluation RFP and timeline	1 - Mandatory	6/30/2025								
Hire and on-board new Administrative Assistant	2 - High	7/31/2024	Not started							
Website redesign	2 - High	10/31/2024	In progress		IT					[4/26/24] With CivicClerk, can do once every four years or so.
Present plan for long-term budget planning (operating and capital). Operating projections, municipal complex bonding, capital planning; understand EWSD, Essex Rescue, and other publicly funded projects in Essex	2 - High	12/31/2024	In progress		Finance					
Departmental 5-year strategic plans: refine FY24 plans, improve implementation and use.	2 - High	12/31/2024	In progress		All departments					
Update annual performance review process	3 - Medium	7/1/2024	In progress		Varies					[4/26/24] Potentially do every three years ahead of AFSCME negotiations.
Standardize expectations and responsibilities of staff representatives to boards/commissions/committees	3 - Medium	7/1/2024	In progress		Varies					
Ensure all volunteer boards and committees have an active mission statement	3 - Medium	9/30/2024	Not started		all					
Continue reviewing and pursuing proposed charter amendments	3 - Medium	12/1/2024	In progress		Clerk; others as necessary					
Hiring and onboarding process	3 - Medium	12/31/2024	In progress		Varies					
Create emergency exit plans for Town Offices	3 - Medium	12/31/2024	Not started		Clerk, Finance, Parks and Rec, Com Dev, IT, Assessor					
Respectful Workplace Trainings	3 - Medium	6/30/2025	Not started		All					[4/26/24] Should be done every two years. Last training done in May 2023.
Increase focus on data- and economic-based decision making and recommendations	3 - Medium	ongoing	Not started		all					
Improve values- and goals-based planning with municipal departments, Selectboard, and boards and committees and communication with residents	3 - Medium	ongoing	In progress		all					
Improve values- and goals-based communication with residents	3 - Medium	ongoing	Not started							
Quarterly Manager attendance at meetings of individual departments	3 - Medium	ongoing	Not started							
1 - 2 meetings with Manager and all staff	3 - Medium	ongoing	Not started							
Equity and Inclusion work. Work with neighboring communities on feasibility of shared regional position.	3 - Medium	ongoing	In progress							
Equity and Inclusion work. Use the Declaration of Inclusion to examine policies as they are reviewed or created.	3 - Medium	ongoing	In progress							
Explore revenue streams (impact fees, enterprise funds, etc.)	3 - Medium	ongoing	In progress		Finance, Recreation, Com Dev, Public Works, Fire					
Communications Union District: understand and implement next steps	3 - Medium	TBD	In progress							
Bloodborne Pathogens Plan Update	3 - Medium	TBD	Not started							
Rescue services - planning and implementation for most cost-effective service	3 - Medium	Year-long	In progress		Eventually will involve Fire and Police					
Overall Communications Plan and Matrix	4 - Low	6/30/2025	Not started							

Create/update records retention schedules	4 - Low	TBD based on capacity	Not started		All					[4/26/24] Should be reviewed annually.
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Annual work plan – Regular work

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Primary function(s): Overall management of all Town operations, including but not limited to personnel, finances, planning, legislative support.

Task	Deadline	Progress status	Frequency	Timeframe	Other departments involved	Notes and Updates
Explore Essex	9/28/2024	In progress	Annually	February - October	Parks & Rec, Com Dev; also support from Police, Fire, PW, Library	
Operating budget preparation	10/31/2024	Not started	Annually	August – January (approximate)	All departments	
Capital budget preparation	11/30/2024	Not started	Annually	August – January (approximate)	All departments	
Town Meeting preparations (finalize budgets with SB, annual report, publicity and outreach, venue set-up, etc.)	3/3/2025	Not started	Annually	January – March	Clerk's Office	
Human Services Funding assignments	6/30/2025	Not started	Annually	November – February (publicize and collect applications). March – June (review applications, make recommendations to SB)	Select people from some other departments	
Annual performance reviews	6/30/2025	Not started	Annually	May – June (all staff). January - March (Selectboard evaluates Manager)	All departments	
Community newsletter	1st Friday each month	Ongoing	Monthly	Year-long	Varies	
Employee newsletter	2nd Friday each month	Ongoing	Monthly	Year-long	Varies	
Board/commission/committee reappointments and recruitment	6/30/2025 (and as needed)	Ongoing	Annually	March – June	Most departments	
Selectboard support (inquiries, directives, projects, packet preparation, meetings etc.)	ongoing	Ongoing	Daily	Year-long	Varies	
Selectboard meetings	ongoing	Ongoing	Every other week	Year-long	Varies	
Personnel management (recruitment, hiring, on-boarding, discipline, team building, morale, training, OSHA reporting, workers comp, FMLA tracking, etc.)	ongoing	Ongoing	Daily	Year-long	All departments	
Board/committee support (hybrid meetings, stipend program, posting)	ongoing	Ongoing	Monthly	Year-long	IT, Finance, staff representatives for boards/committees	
Website updating (news, calendars, information)	ongoing	Ongoing	Weekly	Year-long	IT, Recreation, Community Development	
Equity and Inclusion	ongoing	Ongoing	Daily	Year-long	All departments (mostly in a limited capacity currently)	
Legal matters	ongoing	Ongoing	Varies	Year-long	Varies	
Regional projects and collaboration (ranges from monthly luncheons with counterparts to projects such as Community Outreach, rescue services, etc.)	ongoing	Ongoing	Varies	Year-long	Varies	
Health and Wellness Committee	ongoing	Ongoing	Varies	Year-long	Varies	
Public Records requests	ongoing	Ongoing	Varies	Year-long	Varies	
Tracking state, federal and legislative matters; reacting as needed	ongoing	Ongoing	Varies	Year-long	Varies	
Safety Committee	quarterly	Ongoing	Bi-Monthly	Year-Long	All other departments sit on this committee.	