

## **Town of Essex Boards, Commissions and Committees Information Collection for Selectboard Requests**

*Board, commission or committee members should contact impacted town departments before requesting a presentation to the Selectboard. The questions below are a guideline to putting together the information that should be ready and available when making a request or proposal.*

1. Introduction/summary of the issue/request/proposal.
2. What is the problem to address?
  - a. How is this problem referenced in adopted plans (i.e. the Town Plan, regional plans, Selectboard workplan, etc.)?
  - b. When/how did this problem begin? Why is action being sought now?
  - c. How does this impact municipal operations, funding, and/or staffing?
  - d. How does this problem impact the general public/environment?
  - e. What other relevant data is available?
3. What are the barriers to addressing this problem (i.e. regulatory, community opposition, economic constraints, environmental impacts)?
4. What are the top strategies to address the barriers?
  - a. What are the relative merits of these strategies?
  - b. What strategy is being proposed?
5. What municipal resources are being requested? How does that impact staffing?
6. What other resources are potentially needed (i.e. public participation, grant funding, etc.)?
7. What approval are needed?
8. What is the recommended schedule for achieving the various tasks associated with this effort?
9. What would success look like? How would success be quantified?
10. Is there any other relevant information?