

Starksboro Selectboard Work Plan for 2020

MEETING DATE	WORK PLAN ITEMS	POLICY/ORDINANCE TO REVIEW
JULY 7	Town appointments (DRB, Energy, ACRPC positions)	none
JULY 21	1. Set tax rate 2. Review audit RFP language and audit principles; select date to publish for bids 3. Review work plan and timeline/goals	Purchasing Policy
AUG 4	Review job descriptions	Purchasing Policy con't
AUG 18	1. Discuss grant prospects 2. Assess grant admin capacity and goals for 2021-22	Social Media and website IT policy
SEPT 1	Reserve fund planning Website upgrade planning	Social Media and website IT policy con't
SEPT 15	Reserve fund planning continued	Animal Control revisions
OCT 6	Begin budget planning Contract for snow removal for town buildings	Conflict of Interest Animal Control revisions con't
OCT 20	Budget planning continued	Alcohol/Drug policy
NOV 3	Landfill monitoring report	Road naming & addressing Town road access
NOV 17	Budget planning continued	
DEC 1	Grand list errors and omissions Review Listers' Certificate of No appeal for prior tax year	
DEC 15	Budget development Town Report planning	

Policies for review/revisions:

1. Purchasing policy
2. Animal control policy
3. Social media policy
4. IT policy
5. Policy for appointments & boards
6. Alcohol policy (1995)
7. Road naming & addressing
8. Town road access (1989)
9. Conflict of Interest policy
10. Invoice policy?
11. Health ordinance (2004)

Job descriptions for review:

1. Town Treasurer
2. Assistant Treasurer
3. Town Clerk
4. Assistant Clerk
5. Selectboard Assistant
6. Zoning Administrator

QUESTIONS

- Emerg op plan review? When?
- Search for new Health Officer for 2021
- Contract with kennel for dogs?

BCA responsibilities

* Primary election August 11

* General election Nov 3