

	A	B	C	D	E	F	G	H	I	J	K	L
1	Proposed Point Person	Topic	Required Prep and/or SB discussion	Wed., Nov. 9 2022	Tues., Nov 22 2022	Tues., Dec. 6 2022	Wed., Dec. 14 2022	Wed., Dec. 28 2022	Wed., Jan. 11 2023	Wed., Jan. 25 2023	Wed. Feb. 2023	Wed. Feb. 2023
2	M. Layton & M. Calloway	Interim Town Manager	Info from Municipal/ VLTC assistance; immediately start thinking about the Interim's responsibilities, what can glean from the TM's transition status report -- November 8 start	Update by Point persons								
3	M. Layton & M. Calloway	TM Search	Search committee structure and set up; Legal assistance for contract elements/term/compensation; salaries VT/NE, perks e.g. housing assistance, on-boarding, contract term/duration, probationary period; expectations	Assign homework to SB members	Materials for packet, SB to discussion & take action	Repeat	Repeat	Repeat	Repeat	Repeat		
4	A. Lamperti	Identify TM separate list of priorities/work status	A. Lamperti's presentation of TM summary of work status		Presentation to SB for discussion, possible assignments	Question need for future agenda items						
5	M. Layton R. Arnold R. Gere M. Calloway A. Lamperti	Budget Process	Chair request of departments to prepare: (1) Unexpended dept balances (2) Anticipated future needs (3) Anticipated inflation. Reinstatement of Finance Committee to assist. Consider reconstituting the Finance Committee to assist this budget cycle and FY 23 info from Finance/TM. Question how the interim finance director support the budget process.	SB to discuss & take action including a calendar for dept and elected officials' to join board meetings	Budget presentations as soon as they can be generated	Repeat	Repeat	Repeat	Repeat	Repeat		
6	R. Gere M. Layton	Consideration of a new position e.g. Assistant Town Manager/Personnel Manager	The assistant could be responsible for HR, IT, and communications inter and intra-town, as well as general back up for the TM; talk with other towns with this position (Brattleboro, Shelburne)		Homework Gere & Layton: present info from other towns with assistants; SB to discuss & possibly take action							

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7	R. Arnold	HR consultant further to 9/14 selectboard public statement	Consideration of hiring an HR consultant prior to making any more permanent position decision; required training from VLTC or other for any managers elected or hired; this topic should interface with the elected officials and town staff collaboration topic as well as the Personnel Policy changes.		Homework for Arnold: gather info to present to SB; SB to discuss & possibly take action							
8	M. Layton	Elected Officials and Town Staff collaboration	Consideration of initial meeting and recommendations for future collaboration to ensuring improved efficiency between offices and smooth transitions for new hires; this topic should interface with Personnel Policy changes and HR work		Homework for Layton: summary of initial meeting and first thoughts for next steps							
9	M. Calloway	Transparency further to 9/14 selectboard public statement	Town topics update to provide information; staffing levels for plowing roads, etc.	SB to receive info & consider if action is required.	Repeat	Repeat	Repeat	Repeat	Repeat	Repeat	Repeat	Repeat
10	A. Lamperti	Boiler	Options should include boiler repair, replacement, heat pumps, and alternate work arrangements in the case of sudden system failure can the pipes be drained and where can staff move to work; review all prior work done on the issue; what is the prognosis for the boiler; what is the plan if it fails in winter; what are the options for repair/replacement if there is a failure; do we have proposals/estimates for anything?-- the board will address possible AARP funds in another agenda item; status of the generator	Assignment- investigate options & bring back info for SB	SB to discuss & take action							
11	R. Gere	Method to proceed for AARPA funds	Review of time limits and appropriate spending of AARPA funds		SB to discuss							
12	R. Gere M. Calloway	Website work	M. Calloway to source a worker; R. Gere to coordinate with the worker	Assign the chair to source the worker	R. Gere status updates & SB input	Repeat	Repeat	Repeat				

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13	R. Arnold R. Gere	Gile Mountain	Future discussion about how to limit the traffic on Turnpike Road to Gile Mountain rather than expanding parking; closing the road to only residents and shuttle buses; Gile Mt shuttle from Dartmouth or Huntley with a fee during peak periods	Report from Police; SB to receive info & consider the need for future action								
14	A. Lamperti M. Calloway	Moore Lane Bridge	More fully investigate the bridge, it's history, structure, who has knowledge either in the town or the state, and what has been reported to EPA. Other towns that are going through this e.g. Royalton. And work with town health officers to understand what is being done.	Report from DPW; assignment to A. Lamperti to get more info	Town topics update & possibly budget issue	Repeat	Repeat	Repeat	Repeat	Repeat		
15	M. Calloway	Personnel policies	Look for VLTC template; ask labor law attorneys to review the existing document and make updates consistent with state and federal laws and any other comments; then send it back to the SB; required training from VLTC or other for any managers elected or hired. All in conjunction with the HR consultant work and the possible new hire Assistant TM, and intersect with Master Financial Policies.	SB to discuss process & authorize the chair to request legal review.	SB ongoing review as materials are available	Repeat	Repeat	Repeat	Repeat	Repeat		
16	M. Calloway M. Layton	Finish the Master Financial Policies	M. Calloway to review the status of MFP chapters and board assignments to be made. Consider adding chapter to more clearly delineate the roles of TM, Financial Director, and Treasurer.		Summary of finalized & unfinished policies. SB to discuss action plan.	Ongoing work as is possible	Repeat	Repeat	Repeat	Repeat		
17	M. Calloway	Dog policy	Any interest in budgeting for a dog park, possible committee set up to rewrite the dog policy and possibly divide it between licensing type issues versus problem behavior issues; consider the need for an animal policy for things like cows, ferral cats, emus, pigs, etc.		SB discuss process to develop a policy. Should a dog park be put in the budget/on the town meeting warrant?							

