

2019 Municipal Calendar Selectboard Notes

Town of Richmond Selectboard Annual Schedule (created 4-15-21)	
January	Finalize municipal budget and capital plan Finalize Warning for Town Meeting Petitions due for Town elected officials, including expiring selectboard terms. Begin outreach to fill expiring DRB terms Approve Certificate of Highway Mileage Review quarterly financials
February	Begin outreach to fill expiring terms on Town committees
March	Town Meeting Public Information Session Town Meeting Welcome information for new Selectboard members Re-organization meeting Approve TA-60 plan, Certification of Compliance, and Highway Grants Appoint Delinquent Tax Collector Appointments for expiring DRB terms Approve Local Emergency Management Plan Approve liquor licenses
April	Meet with Road Foreman to review summer work program Review quarterly financials
May	Make appointments for committees Finalize capital budget
June	Update Town pay scale based on COLA Make appointments to the Water and Sewer Commission
July	Review and set tax rate Review quarterly financials
August	
September	Begin receiving applications for appropriation requests. Due early Oct.
October	Begin work on budget and capital plan Review employee health insurance options Review quarterly financials Presentation of CCRPC Annual Report
November	Continue budget and capital plan discussions Review and approve projects to include in UPWP request
December	Continue budget and capital plan discussions Audit presentation Acceptance of errors and omissions report for the Grand List