

2019 Municipal Calendar Selectboard Notes

	Municipal Calendar 2019	Town of Richmond	
January	Thursday 3rd - Dept. Head		
	Monday, 7th - SB	Agree on nearly final draft of municipal budget	
	Thursday 17th - Dept. Head	Prepare Warning for Town Meeting Reminder - Ballot and Article items	T Clerk TM
	Holiday - Monday 21st	<b>Martin Luther King Jr. Day</b>	
	Tuesday, 22nd - SB	Finalize proposed Municipal budget	TM, SB
	Thursday 31st - DH	Sign Warning for Town Meeting Reminder - All insurance cards, accident report forms should be current.	Assist
February		Check workplace posters to verify current Begin OSHA compliance checklist - Refer to OSHA policies and annual calendar; Emergency Action Plan, Fire Extinguishers, Lock-Out-Tag out, Hazard Communications; Blood-borne Pathogens, PPE, Excavation and Trenching, Respiratory Protection, Confined Space, Signaling	TM, Assist
	Monday 4th - SB	Send the Times link a list of committee/board vacancies for publication	TM, Assist
	Thursday 14th - DH	Meet with DH to discuss Tier 2 reporting and deadlines for hazardous materials report, Due 3/1	TM, Assist
	Holiday - Monday 18th	<b>President's Day</b>	
	Tuesday 19th - SB	Notify current Board/Commission members of expiring terms and the need to reapply if interested	TM, Assist
	Wednesday 28th - DH		
March	Friday 1st	Deadline for submission of Tier 2 hazardous materials report	TM
	Monday 4th - SB	Check requirements for VLCT	
	Tuesday 5th	<b>Town Meeting</b> Retrieve documents and binders from SB members who are not returning to Board. Provide all New Board members documents and binders	TM, TC
	Thursday 14th - DH		
	Monday 18th - SB	SB to meet with Planning Commission; DRB & Highway; SB organizational meeting to establish yearly meeting dates	4/2/2018
	Thursday 28th - DH		
April	Monday 1st - SB	Mail Water Resources Annual Customers Meeting Notice Set deadline for committee appointments	TM
	Thursday 11th - DH	Order flags for cemetery	HWY
	Monday 15th - SB	SB to meet with Highway to determine summer work program	SB, HWY
	Friday 19th	Online notice regarding leash law and E911 house numbering	TM
	Thursday 25th - DH	Distribute employee evaluation forms.	TM
	Tuesday 30th	Deadline for PACIF Grant submission - (2nd deadline 8/31/2019)	TM, Assist
May	Thursday 2nd - DH	Commissions & Boards to sign annual Code of Ethics	
	Monday 6th - SB		
	Thursday 16th - DH		
	Monday 20th - SB	Finalize Capital budget Annual review all CDL drivers, with P.D. file in personnel files. Annual Customers Meeting (3rd Monday) End of FY meeting - All annual reviews will sign code of ethics as part of evaluation.	TM TM TM
	Wednesday 30th - DH	<b>Memorial Day</b>	
	Holiday - Monday 27th		
June	Monday 3rd - SB	Begin Annual Maintenance Schedule of Wage Classification Plan	TM
	Thursday 13th - DH	Monitor vacation usage of staff.	FD
	Monday 17th - SB		
	Thursday 27th - DH	<b>Year end close-out with Department Heads</b> Mail Water Quality Report "CCR" to all water customers Mail Water Source Protection notice	TM
		Inspect mailboxes prior to yearly gravel plan to determine which mailboxes will no longer be in compliance with postal regs and notify residents.	HWY
July	Monday 1st - SB	Review and set tax rate ***FY - 98 Jones Mill Rd Grant expires 1 year - <b>EXP - 7/14/2019</b> Send email to all DH and have them ensure that all discounts are being utilized and/or new discounts are being pursued and all accounts are not being taxed. Update Town pay scale	SB, TM, FD, Assist
	Holiday - Thursday 4th	<b>Independence Day</b>	
	Thursday 11th - DH	Review and update and changes necessary to personnel policy handbook. New Budget Year. Fiscal meeting with DH	TM, Assist TM
	Monday 15th - SB	Update personnel guidelines as needed for SB review	TM
	Thursday 1st - DH		
	Monday 5th - SB		
August	Thursday 15th - DH		
	Monday 19th - SB		
	Wednesday 29th - DH	Deadline for 2nd PACIF Grant August 31	
	Holiday Monday 2nd	<b>Labor Day</b>	
	Tuesday, 3rd - SB	Contact VLCT and schedule an October safety audit	TM, Assist
	Thursday 12 - DH	Inform DH's of upcoming safety audit provide checklist. Budget memo to Department Heads Review job descriptions with DH's and update if necessary.	TM, Assist TM
September	Monday 16th - SB		
	Thursday, 3rd - DH	Review Department budgets and Employee Health Insurance options	SB, TM
	Monday 7th - SB	Arrange for VLCT to conduct Town-wide Safety Audit Arrange flu shots Remind employees about Insurance opt-out plan	TM, Assist
	Holiday - Monday -14th	<b>Columbus Day</b>	
	Thursday 17th - DH	Notify employees of any Benefit changes Insurance renewal paperwork due to VLCT Structure Grant completed	Assist HWY
	Monday 21st - SB	Choose date for holiday party	
October	Monday 4th - SB	Determine holiday gifts, parties, policies Notice in paper regarding Winter Parking and plowing snow into the road	TM TM
	Holiday - Monday 11th	<b>Veterans Day</b>	
	Thursday 14th - DH	Organize staff Holiday party	TM, Assist
	Monday 18th - SB	Continue Budget discussions	
	Holiday - Thursday 28th	<b>Thanksgiving</b>	
	Wednesday 27th - DH		
November	Monday 2nd - SB	Better Roads Grant expires 12/31/2019; HMG expires 12/15/2020	
	Thursday 12th - DH		
	Monday 16th - SB		
	Holiday - Tuesday - 24th	<b>Christmas Eve</b>	
	Holiday - Wednesday 25th	<b>Christmas</b>	
	Holiday - Tuesday -31st	<b>New Year's Eve</b>	