

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	T Clerk
		Reminder - Ballot and Article items	TM
	Holiday - Monday 21st	Martin Luther King Jr. Day	
	Tuesday, 22nd - SB	Finalize proposed Municipal budget	TM, SB
	Thursday 31st - DH	Sign Warning for Town Meeting	
February		Reminder - All insurance cards, accident report forms should be current.	Assist
		Check workplace posters to verify current	Assist
	Monday 4th - SB	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
	Thursday 14th - DH	Send the Times link a list of committee/board vacancies for publication	TM, Assist
	Holiday - Monday 18th	President's Day	TM, Assist
	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	Town Meeting	
	Thursday 14th - DH	Retrieve documents and binders from SB members who are not returning to Board. Provide all New Board members documents and binders	TM, TC
	Monday 18th - SB	SB to meet with Planning Commission; DRB & Highway; SB organizational meeting to establish yearly meeting dates.	
	Thursday 28th - DH	Approve TA-60 annual plan.	4/2/2018
April	Monday 1st - SB	Mail Water Resources Annual Customers Meeting Notice	TM
	Thursday 11th - DH	Set deadline for committee appointments	
	Monday 15th - SB	Order flags for cemetery	HWY
	Friday 19th	SB to meet with Highway to determine summer work program	SB, HWY
	Thursday 25th - DH	Online notice regarding leash law and E911 house numbering	TM
	Tuesday 30th	Distribute employee evaluation forms. 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	TM
	Wednesday 30th - DH	Annual review all CDL drivers, with P.D. file in personnel files.	TM
	Holiday - Monday 27th	Annual Customers Meeting (3rd Monday)	TM
June	Monday 3rd - SB	End of FY meeting - All annual reviews will sign code of ethics as part of evaluation.	TM
		Memorial Day	
	Thursday 13th - DH	Begin Annual Maintenance Schedule of Wage Classification Plan	TM
	Monday 17th - SB	Monitor vacation usage of staff.	FD
	Thursday 27th - DH	Year end close-out with Department Heads	
		Mail Water Quality Report "CCR" to all water customers	TM
July	Monday 1st - SB	Mail Water Source Protection notice	
		Inspect mailboxes prior to yearly gravel plan to determine which mailboxes will no longer be in compliance with postal regs and notify residents.	HWY
	Holiday - Thursday 4th	Review and set tax rate	SB, TM, FD
	Thursday 11th - DH	***FY - 98 Jones Mill Rd Grant expires 1 year EXP - 7/14/2019	
	Monday 15th - SB	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.	Assist
	Thursday 1st - DH	Update Town pay scale	
August	Monday 5th - SB	Independence Day	
	Thursday 15th - DH	Review and update and changes necessary to personnel policy handbook.	TM, Assist
	Monday 19th - SB	New Budget Year. Fiscal meeting with DH	TM
	Thursday 1st - DH	Update personnel guidelines as needed for SB review	TM
	Monday 5th - SB		
	Wednesday 29th - DH	Deadline for 2nd PACIF Grant August 31	
September	Holiday Monday 2nd	Labor Day	
	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.	TM, Assist
	Monday 16th - SB	Budget memo to Department Heads	TM
	Thursday, 3rd - DH	Review job descriptions with DH's and update if necessary.	
	Monday 7th - SB		
October	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	TM, Assist
	Holiday - Monday -14th	Arrange flu shots	
	Thursday 17th - DH	Remind employees about Insurance opt-out plan	
	Monday 21st - SB	Columbus Day	
	Thursday 31st - DH	Notify employees of any Benefit changes	Assist
November	Monday 4th - SB	Insurance renewal paperwork due to VLCT	HWY
	Holiday - Monday 11th	Structure Grant completed	
	Thursday 14th - DH	Choose date for holiday party	TM
	Monday 18th - SB	Determine holiday gifts, parties, policies	TM
	Holiday - Thursday 28th	Notice in paper regarding Winter Parking and plowing snow into the road	TM, Assist
	Wednesday 27th - DH	Veterans Day	
December	Monday 2nd - SB	Organize staff Holiday party	
	Thursday 12th - DH	Continue Budget discussions	
	Monday 16th - SB	Thanksgiving	
	Holiday - Tuesday - 24th	Better Roads Grant expires 12/31/2019; HMG expires 12/15/2020	
	Holiday - Wednesday 25th	Christmas Eve	
	Holiday - Tuesday -31st	Christmas New Year's Eve	