

Town of Richmond Selectboard Annual Schedule (updated on 3-7-23)	
January	Finalize municipal budget and capital plan
	Finalize Warning for Town Meeting
	Petitions due for Town elected officials, including expiring selectboard terms.
	Approve Certificate of Highway Mileage
	Review quarterly financials Audit Presentation
February	Begin outreach to fill expiring terms on Town committees
	Finalize Capital Budget
	Appoint Delinquent Tax Collector
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
	Approve Local Emergency Management Plan
April	Meet with Road Foreman to review summer work program
	Review quarterly financials
May	Make appointments for committees
June	Update Town pay scale based on COLA
	Make appointments to the Water and Sewer Commission
July	Review and set tax rate
	Review fiscal year end 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
	Acceptance of errors and omissions report for the Grand List