

| Town of Richmond Selectboard Annual Schedule (updated on 4-5-23) | |
|--|---|
| 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 |
| | 2023 - Update from Town Center Committee |
| | 2023 - Decision on ARPA funds |
| July | Review and set tax rate |
| | Review fiscal year end financials |
| | 2023 - Check in with Hinesburg regarding police services |
| August | |
| | 2023 - discuss strategic planning for Fire Department |
| | |
| | |
| 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 |
| | |