

## **Town of Glover Selectboard Calendar - draft**

### **March**

First meeting after Town Meeting -Reorganize the board – elect chair and appoint clerk, Authorize chair and a backup person to sign orders (motion should state types of orders and time period)

Designate public posting places and newspaper of record

Adopt Selectboard Rules of Procedure

Review Conflict of Interest Policy

Appoint necessary town officers

Review and update Local Emergency Operations Plan (LEOP)

Meet with Derby VTrans on Road Standards, upcoming projects, paving, and town highway budget

Contract for law enforcement services

### **April**

### **May**

Review summer road maintenance with road foreman, include class 4 roads

Hire custodian for Shadow Lake Beach

### **June**

### **July**

Review and sign property tax rate

### **August**

### **September**

Review Local Hazard Mitigation Plan (LHMP), update if necessary

Review Shadow Lake Dam Emergency Action Plan, update if necessary

Review Flood Resilience Element of Town Plan

### **October**

### **November**

### **December**

### **January**

Start work on town and wastewater budget

Sign Non-Arbitrage Loan Certificate

Prepare Selectboard Annual Message for Town Report

Start signing trucking permits for town roads, note which roads should be restricted

Consult with Town Clerk and Moderator on Warning for Town Meeting. Approve signing of the Warning if it isn't available for signing at a regular selectboard meeting.

### **February**

Employee evaluations

Complete and sign Town Highway Mileage Certification