

## **2025 – 2026 Selectboard Timeline**

### **2025**

Tues., March 4 <sup>th</sup>	After Ballot count - Special meeting to Re-Organize the Selectboard, Administer Oaths (Post with Location and Time as well)  Provide board members with W-4, SB Handbook, job descriptions, Conflict of Interest and Ethical Conduct Policy, check SB mailboxes, update AP/Payroll warrants, website, contact spreadsheets, appointed officials lists for appointments at next regular meeting. LEMP passed out for updating before April 30 <sup>th</sup> . Post voting results online.
Mon., March 17 <sup>th</sup>	Regular Selectboard Meeting. Town Official Appointments (update website), spreadsheets, WRC, and VLCT. Remind EMDs and SB to review LEMP. Award Parks & Cemetery Bids, Submit LEMP.
Mon., April 7 <sup>th</sup>	Regular Selectboard Meeting. Quarterlies. Liquor Licenses
Mon., April 21 <sup>st</sup>	Regular Selectboard Meeting. Audit Proposal Invites
Mon., May 5 <sup>th</sup>	Regular Selectboard Meeting. First Septic Letters sent out
Mon., May 19 <sup>th</sup>	Regular Selectboard Meeting
Mon., June 2 <sup>nd</sup>	Regular Selectboard Meeting. Quarterlies.
Mon., June 16 <sup>th</sup>	Regular Selectboard Meeting, Audit Proposal Due. Approve salary increases/compensation checks for employees.
Mon., July 7 <sup>th</sup>	Regular Selectboard Meeting; Set Tax Rate.
Mon., July 21 <sup>st</sup>	Regular Selectboard Meeting
Mon., Aug 4 <sup>th</sup>	Regular Selectboard Meeting, Second septic letter sent out.
Aug 15 <sup>th</sup> – Sept 15 <sup>th</sup>	Compensation check disbursement (if approved by Selectboard)
Mon., Aug 18 <sup>th</sup>	Regular Selectboard Meeting - Start thinking about Capital Budget items. Have Highway Foreman revisit Equipment replacement costs to set targets properly.
Mon., Sept 1 <sup>st</sup>	Regular Selectboard Meeting moved to Tues., Sept 2 <sup>nd</sup>
Tues., Sept 2 <sup>nd</sup>	Regular Selectboard Meeting, Quarterlies. Start Town Budgeting.
Mon., Sept 15 <sup>th</sup>	Regular Selectboard Meeting, Salt ordering. Humanitarian Letters. Final warning septic letter sent out. <i>Highway budget, include Rd Crew with SB to discuss Rd. Dept. priorities for the coming year. Discuss Capital Budget item list and submit to Hardy Merrill. Village Park Committee</i>
Mon., Oct 6 <sup>th</sup>	Regular Selectboard Meeting, Budget Planning. <i>Meet with Hardy Merrill to prepare draft of Capital Budget.</i>

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Mon., Oct 20 <sup>th</sup>	Regular Selectboard Meeting – Quarterlies. Send septic system pumping ordinance violators to Town Health Officer. Set up time to meet with Sheriff regarding upcoming FY Contract.
Mon., Nov 3 <sup>rd</sup>	Regular Selectboard Meeting, Budget Planning Worksheet Review Meeting; Capital Budget Public Hearing. Give Highway Foreman and SB Employee Evaluations.
Mon., Nov 17 <sup>th</sup>	Regular Selectboard Meeting –Employee Evaluations Due. Executive Session,
Mon., Dec 1 <sup>st</sup>	Regular Selectboard Meeting – Articles and Budget finalized
Fri., Dec 12 <sup>th</sup>	Give all Town Report Info and Articles to Clerk for printing.
Mon., Dec 15 <sup>th</sup>	Regular Selectboard Meeting
End of December	Call Countryside Locks and Alarms - 1 800 639 2521 - and schedule annual inspection of Alarm systems at Town Hall and Garage. Call Johnson Controls to schedule fire extinguishers. Contact elevator company for yearly inspections.

### **2026**

Mon., Jan 5 <sup>th</sup>	Regular Selectboard Meeting, Highway Mileage (due end Feb.) Yearly reports, begin w-2's, 1099's, WH434, etal.
Thurs., Jan 15 <sup>th</sup>	Petition for Articles for Town Meeting, if any, delivered to the Clerk
Mon., Jan 19 <sup>th</sup>	Regular Selectboard Meeting moved to Tues., Jan 20 <sup>th</sup>
Tues., Jan 20 <sup>th</sup>	Regular Selectboard Meeting; Articles and Warning signed by SB. Post Town Meeting Warning (Post on Bulletin Board & Grafton News) – Town Report to the Printer. Petitions Due for Election. Set & post pre-town meeting. Prepare RFPs for Parks & Cemetery Bids. Send & advertise (in February Grafton News) this week.
Jan 22 <sup>nd</sup> – Feb 1 <sup>st</sup>	Assure Warning for Town Meeting has been posted.
Mon., Feb 2 <sup>nd</sup>	Regular Selectboard Meeting; Set Pre-Town Meeting between Feb 21 <sup>st</sup> and March 2 <sup>nd</sup> and prepare the information for pre-town meeting. (This must be posted 10 days prior to date of Pre-Town Meeting date).
Mon., Feb 16 <sup>th</sup>	Regular Selectboard Meeting moved to Tues., Feb 17 <sup>th</sup>
Tues., Feb 17 <sup>th</sup>	Regular Selectboard Meeting
Feb 21 <sup>st</sup> – Mar 2 <sup>nd</sup>	Pre-Town Meeting. Town and School (any of the 10 days before Town Meeting).
Mon., March 2 <sup>nd</sup>	Regular Selectboard Meeting; Open bids for Parks & Cemetery contracts. Send reminders out for Excess Weight Permits.
Tues., March 3 <sup>rd</sup>	Town Meeting Day at the School 9 AM– 7 PM ballot counting at the School

and repeat...