



TOWN OF PAXTON  
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## Select Board Goals

FY2023

Approved: December 12, 2022

Status Update: July 1, 2023

*(Green Highlights are completed)*

### Section 1

1. To be responsive to all requests that come before the Selectboard prior to the next meeting.
2. Where possible to respond to request for signatures on Town documents within two business days period.
3. Routinely connect with the Town Administrator on a weekly basis.
  - ✓ As of 03.2023 Update - TA has scheduled meeting with Carol each Monday, regularly calls Julia on Wednesdays, and checks in with Kirk on Fridays.
4. To connect with your liaison assignments on a quarterly basis.
5. To attend at least 50% of town sponsored community events.
6. Invite the school committee representatives to a Select Board meeting on a quarterly basis.
7. Hold a joint meeting with the Finance Committee in advance of the FY24 budget season to work on directives for the upcoming year.
  - ✓ As of 03.2023 Update - Completed on February 13, 2023.
8. Hold a joint meeting with the Capital Improvement Committee to receive FY24 capital requests and then the Select Board will decide what funding methods should be used.
  - ✓ As of 03.2023 Update - Scheduled for April 24, 2023.

## **Section 2**

1. Establish and appoint a Charter Review Commission no later than March of 2023 with an interim report due from the Commission by December of 2023.
  - ✓ As of 03.2023 Update – Select Board discussed having each Board member review the Charter and to have all Boards, Committees, and Commissions notified that this will be reviewed, in order to submit thoughts.

## **Section 3**

1. Invite Boards and Committees to a Select Board meeting for a brief update on their work. These will be scheduled by groups for the first meeting of each month with committees reporting to the Select Board twice a year.
  - a. January and July – Land use, Conservation Commission, Planning Board, Zoning Board of Appeals.
    - ✓ As of 03.2023 Update - January Meeting took place.
    - ✓ As of 07.2023 Update – July Meeting is scheduled.
  - b. February and August – Library, COA and Recreation.
    - ✓ As of 03.2023 Update - February meeting took place.
  - c. March and September – Assessors, Finance Committee, Capital Improvement
  - d. April and October, Board of Health, Board of Registrars
    - ✓ As of 07.2023 Update - April meeting took place.
  - e. May and November – Historical Commission, Cemetery, Cable Committee
    - ✓ As of 07.2023 Update - May meeting took place.
2. Improve consistency of role of a select person
  - a. Work toward a Selectboard handbook
    - ✓ As of 03.2023 Update – Julia will be working on collecting materials to build a document that is more specific to our Town than the MMA Select Board manual.
  - b. Define liaison positions
3. Formalize the budgeting process.
  - a. Set policy defining the selectboard’s role in the budgetary process.
  - b. Consider setting an annual timeline.

- ✓ As of 03.2023 Update - Annual Calendar drafted and approved by SB, Capital, and Fin Com. With a change of the ATM, a revised calendar is in the works.

**c. Work with finance at the outset of budget season to communicate expectations to departments.**

- ✓ As of 03.2023 Update - Joint meeting held with Fin Com to discuss FY24 budget and annual budget notice issued to departments after SB approval.

**4. Establish an Economic Development Committee**

- a. Support the committee's charge and invite the committee to review progress quarterly.
- ✓ As of 03.2023 Update - Committee established by SB. Committee has next meeting in end of March. Will need to invite chair into SB meeting early April.
- ✓ As of 07.2023 Update – Committee configuration was revoted in June by SB and volunteer applications are now being received.

**5. Seek to improve townwide communication**

- a. As of 03.2023 Update – The Town regularly utilizes the Electronic Signs, Code Red, and the Town Website. Cable Committee has done a great job with getting the messages out. The SB and Fin Com meetings are now broadcast at the Public Safety Building.
6. Support efforts to define communication plan for daily events vs. emergency situations. Seek to improve transparency

**a. Make selectboard packets readily accessible to the public**

- ✓ As of 07.2023 Update – SB packets have been made available to the public in advance of the meetings since March 27, 2023 and for most subsequent meetings when relevant.

- b. Utilize resident surveys where appropriate

7. Seek to support townwide initiatives which enhance efficiency

8. Seek to support initiatives to improve town information technology, safety and security

**9. Set goals for the Town Administrator by December 31, 2022, with list to Donna by November 15, 2022.**

- ✓ As of 03.2023 Update - Completed and approved by SB in February 2023.

#### **Section 4**

1. Once the Town Administrator has reviewed and updated the fee schedule for licenses in the Select Board office, they can be presented to the Select Board for review. Then we can the application. Have forms that do not require payment available by April 1<sup>st</sup> and forms with payment by July 1<sup>st</sup>.