

# Town Project & Task List

Updated to 04/01/2021

## KEY

Items shaded are amended since last report

Project Name	Description	Date Assigned	Assigned To	Next Step	Next Step Due On
Puckerbrush West Road	Survey ordered to determine if built road is on town land	2013-0808	TA	Need to consider obtaining easements or moving road	OPEN
Gamble Parcel - Donation	Regrade along shoulder to prevent use of parcel for parking	2013-0711	TA/M.Walz	Needs cleaning up of invasives - remove shed & brush	OPEN
Diggins Road	Upgrade from Class 4 to Class 3 and who pays costs	2015-0813	SB	Neighbor cost share 09/19 w/no response; plowing annual	OPEN
Tree Ordinance	Control invasives and require new projects to plant trees	2015-0611	Tree Warden	Ash borer - tree removal process & committee needed	OPEN
Town Phone System	Review Cloud or In-House System	2016-0310	SB/TC	One vendor = \$4,940.00 - no replace parts/should be digital	OPEN
Gravel Pit - Act 250 Conditions	Soil borings to review remaining value/ loosen 250 conditions	2019-0617	SB	Work with Grenier Engineering - draft revisions to 250 permit	OPEN
Highway Garage Project & Capital Reserve	Town Meeting 2019 - moved all capital needs to one reserve fund	2019-0305	SB	Need plans for major roadway & paving projects	OPEN
Winter Maintenance & Operations Plan	Written procedures and protocol for removing snow & ice	2018-0212	SB	Work w/ highway on maps, sidewalk clearing, night plowing	OPEN
Town Highway Training	Review existing levels and training needs "cross training"	2019-0311	SB	Develop cross training plan for all operators	OPEN
Fire Services	Increase rosters for daytime response	2019-0515	SB	Town Fire wage match to NHP/E - work on increasing rosters	OPEN
Road Commissioner Role	Designation of tasks; review of efficiencies and capital planning	2017-0725	SB	Needs additional discussion/Matrix; cost-effective systems	On Going
Town Buildings - Solar Projects	Energy Committee (EC) to review options for adding solar collectors	2018-0611	EC	Cost / Benefits of solar for existing buildings & facilities	On Going
Personnel Policy	Modify health/long-termers & add fire bylaws/Conflict of Interest	2016-0811	TA&SB	Need Policy Amend. - Add Union/fire bylaws, state law changes	On Going
Town Investments Committee	Make recommendations on town investments to Selectboard	2018-0910	Treas./FD/TA	New Finance Committee structure June 2020/need members	2021-0630
Municipal Offices - HVAC	Greg Paus is estimating costs for air exchange and controls	2018-0611	TA	No contractors responded to RFP Fall 2020 - Try again?	2021-0401
Tax Sale Properties	Town bought house/lot, MH/Lot and open parcel	2018-1213	SB	Town Attorney working on VT100 Parcel (Bartlett) - Closing	2021-0331
Economic Development Projects	Discuss ways to increase commercial base	2017-0313	SB	Better Connections Grant & NHP opportunities MPG20	2021-0901
Prospect St - Turnaround	Redesign done by Summit Engineering - tear drop no center	2019-1203	SB	Funds from FY2021 - complete w/Fitch Hill paving	2021-0630
County Code Enforcement Officer	Working with multiple towns to enforce local ordinances	2016-0912	3SBs	Law Enforcement Study Group - considering all options	2021-1231
Village Highway Maintenance	Town plowing of sidewalks for prompt response and safety	2020-1203	SB	Work with village or transition funds to make change	2021-1001
Pay weeks and timesheets	Need to update to digital system to reduce errors and management	2020-1221	FD/TA	Biweekly payroll starts 01/01/2022; timesheet software needed	2021-1231
Bridge & Culvert Inventory	Update 2011 inventory into iPads - add bridge inventory, LCPC assisting	2021-0118	HWY	LCPC staff hired (\$10,800) -work with highway crew Summer '21	2021-0930
Hyde Park Community Circle	Assist in revitalizing this community group	2020-1216	SB	COVID-19 stopped group meetings - will resume when able	2021-1231
Town Assessor	Eliminate Board of Listers, contract with a professional assessor	2020-0118	SB	Search started for paid assistant to Board of Listers	2021-0515
Town Highway Classifications	Ensure plowed roads are town highways - Beam, Sylvan, turnarounds	2020-1221	SB	Beam Rd survey ordered to confirm limits - to plow turnaround	2021-1221
Village Water and Sewer Charges	County group looking into "fair & equitable" - sharing costs	2020-1201	SB	Hiring economic consultants to research & report on rates	2021-0601
Highway Financing	Review bond as an option to fund complete repaving of Center Road	2019-0807	SB	Center Road Bids next - confirm funding needs	2021-0430