

January 2016

To Do Items

- 1 Fri BOS/TA - Review Policy on New Growth Taxation Revenue by the 20th of January
- 1 Fri BOS/TA - bill for false alarms
- 1 Fri TA Office - send out ad for summer parks help for DPW
- 1 Fri TA - update CORI authorization listing
- 1 Fri TA/BOS - contact everyone who adopted an island to give them 1st right of refusal for their island/square
- 4 Mon TA/BOS - Update psnl records
- 4 Mon DPW - St. Div. maintain sand & salt pile - reorder as needed
- 4 Mon DPW - St. Div. - maintain plows & sanders - inspect daily
- 4 Mon DPW - St. Div. - plow & sand roads, parking lots & sidewalks
- 4 Mon DPW- St. & Pk. Admin - analysis of winter expenditures budget
- 4 Mon DPW - St. & Pk. Admin - update snow & ice management call in list
- 4 Mon DPW - St. Div. - continue inside bldg. maintenance, garage floors, walls, etc. paint as funds permit
- 4 Mon DPW - St. Div. - patch potholes in roads with cold patch
- 4 Mon DPW - TA/BOS - update psnl records
- 4 Mon BOS/TA - update all business & alcoholic beverage license files
- 4 Mon BOS - invite Parks Cmsn. in to BOS mtg to report on their needs for summer season
- 4 Mon DPW - Pk. Div.- inventory supplies, grass seed, fertilizer
- 4 Mon Fire Chief - update NIMS Training Book
- 4 Mon TA - remember business cards for MMA Trade Show
- 4 Mon TA - include review of Board stipends on Selectmen's agenda
- 4 Mon DPW - Pk. Div. - maintain weed wackers, blowers, snow equipment, etc
- 4 Mon TA/BOS - prepare monthly sick time report for dept hd rrpt.
- 6 Wed TA - schedule Board retreat for goal setting
- 11 Mon DPW - St. Div. - clean tops of catch basins to allow runoff to enter
- 11 Mon DPW - Pk. Div. - plow as needed
- 12 Tue TA/BOS - prepare monthly sick time report for dept hd rpt
- 13 Wed TA - request BOS to provide goals for Police Chief Minnich
- 16 Sat TA - review Municipal Drivers' Licensing Listing & Update
- 18 Mon MARTIN L UTHER KING HOLIDAY
- 19 Tue TA - send out Sealer invoices
- 20 Wed Dept Head Reports due to BOS
- 22 Fri TA - invite legislators in to meet with BOS the 1st mtg in Feb
- 23 Sat BOS/TA - Prepare monthly calendar and post meetings for various committees as needed
- 28 Thu BOS - Kick Off Adopt an Island Program 1st BOS Mtg in Feb & post info online
- 29 Fri BOS - agenda item for 1st mtg in Feb - goals for Police Chief

January 2016

Schedule

- 1 Fri 10:00a (11:00a) COA - Wii Bowling
4 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
4 Mon 7:00p (8:00p) Conservation Cmsn. Mtg
5 Tue 10:00a (11:00a) COA - Meditation Class
5 Tue 2:00p (3:00p) COA - low impact exercise
6 Wed 10:30a (11:30a) COA - Art Class
6 Wed 7:00p (10:00p) Board of Selectmen Meeting
6 Wed 7:00p (9:00p) EMS Fire Dept Training
if it is a holiday, they don't have one that week
7 Thu 10:00a (11:00a) COA - Exercise with Marty
7 Thu 1:00p (2:00p) COA - low impact exercise
8 Fri 10:00a (11:00a) COA - Wii Bowling
11 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
12 Tue 9:30a (11:00a) Ask an Attorney Council on Aging
12 Tue 10:00a (11:00a) COA - Meditation Class
12 Tue 2:00p (3:00p) COA - low impact exercise
13 Wed 10:30a (11:30a) COA - Art Class
13 Wed 7:00p (8:00p) Fire Dept Training
if it is a holiday, training is cancelled.
14 Thu 10:00a (11:00a) COA - Exercise with Marty
14 Thu 1:00p (2:00p) COA - low impact exercise
15 Fri 9:00a (12:00p) Shine - Council on Aging
15 Fri 10:00a (11:00a) COA - Wii Bowling
19 Tue 10:00a (11:00a) COA - Meditation Class
19 Tue 2:00p (3:00p) COA - low impact exercise
20 Wed 10:30a (11:30a) COA - Art Class
20 Wed 7:00p (9:00p) Board of Selectmen's Meeting
20 Wed 7:00p (10:00p) Fire Department Training
if it is a holiday, training is cancelled
21 Thu 10:00a (11:00a) COA - Exercise with Marty
21 Thu 1:00p (2:00p) COA - low impact exercise
22 Fri 10:00a (11:00a) COA - Wii Bowling
25 Mon 6:00a (7:00p) Economic Development Task Force
25 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
26 Tue 10:00a (11:00a) COA - Meditation Class
26 Tue 2:00p (3:00p) COA - low impact exercise
27 Wed 10:30a (11:30a) COA - Art Class
27 Wed 7:00p (8:00p) Fire Dept training
if it is a holiday, training is cancelled
27 Wed 7:00p (9:00p) Facilities Improvement & Strategic Planning Cmte. Mtg.

January 2016

Schedule

- 27 Wed 7:00p (10:00p) Planning Board Mtg.
- 27 Wed 7:00p (9:00p) Bd of Health Mtg.
- 28 Thu 10:00a (11:00a) COA - Exercise with Marty
- 28 Thu 1:00p (2:00p) COA - low impact exercise
- 29 Fri 10:00a (11:00a) COA - Wii Bowling

February 2016

To Do Items

- 1 Mon Remind the DPW Director & Town Admin to develop a new street sweeping schedule rotate residential neighborhoods
- 1 Mon BOS/TA - bill for false alarms
- 1 Mon TA/BOS - Update psnl records
- 1 Mon Update Parks Cmsn. website
- 1 Mon TA /BOS - Review all revolving accounts
- 1 Mon TA - Schedule Freeze Up Inspections
- 1 Mon TA - Schedule Indoor Air Quality Inspections
- 1 Mon 3rd Quarter Actual Real Estate & Property Tax Bills are due
- 1 Mon TA - Issue and update Goals & Objectives
- 1 Mon TA - Issue Grant Report in BOS "I" Pkg
- 1 Mon Personal Property Taxes are due
- 1 Mon TA - Update psnl records
- 2 Tue DPW - St. & Pk. Admin - update call in list for snow and ice removal
- 2 Tue DPW - St. & Pk. Admin - analysis of winter expenditure budget
- 2 Tue DPW - St. & Pk. Admin - insure yard waste recycling schedule is publicized on web , Banner & public access
- 2 Tue DPW - St. & Pk. Admin - order/follow-up on delivery of sand & salt supplies
- 2 Tue DPW - St. Div. - begin evaluating & cleaning summer equipment for start-up, rakes, chain saws, brush kings, rolls, etc.
- 2 Tue DPW - St. Div. - plow and sand roads, parking lots & sidewalks
- 2 Tue DPW - St. Div. - maintain plows and sanders - inspect daily
- 2 Tue DPW - St. Div. - clean tops of catch basins to allow run off to enter
- 2 Tue DPW - St. Div. - patch potholes in roads with cold patch
- 2 Tue DPW - Pk. Div. - plow as needed
- 2 Tue DPW - Pk. Div. - work with Street Dept when needed
- 2 Tue DPW - Pk. Div. - begin preparing mowers, trailers, all equipment
- 2 Tue DPW - Pk. Div. - repair & maintain barrels
- 3 Wed TA - Police Chief eval due in March - get goals from BOS
- 5 Fri TA - Police Chief Minnich solicit goals
- 8 Mon TA - prepare ABCC Annual Report
- 17 Wed TA - prepare monthly sick time report for dept hd rpt
- 20 Sat TA - department head reports due to BOS
- 22 Mon PRESIDENT'S DAY HOLIDAY
- 23 Tue BOS/TA - Prepare monthly calendar and post meetings for various committees as needed
- 24 Wed TA - Include drawing for Adopt an Island for 1st mtg in March

February 2016

Schedule

- 1 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
1 Mon 7:00p (8:00p) Conservation Cmsn. Mtg
2 Tue 10:00a (11:00a) COA - Meditation Class
2 Tue 2:00p (3:00p) COA - low impact exercise
3 Wed 10:30a (11:30a) COA - Art Class
3 Wed 7:00p (10:00p) Board of Selectmen Meeting
3 Wed 7:00p (9:00p) EMS Fire Dept Training
if it is a holiday, they don't have one that week
4 Thu 10:00a (11:00a) COA - Exercise with Marty
4 Thu 1:00p (2:00p) COA - low impact exercise
5 Fri 10:00a (11:00a) COA - Wii Bowling
8 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
8 Mon 7:00p (8:00p) Water District Mtg
9 Tue 9:30a (11:00a) Ask an Attorney Council on Aging
9 Tue 10:00a (11:00a) COA - Meditation Class
9 Tue 2:00p (3:00p) COA - low impact exercise
10 Wed 10:30a (11:30a) COA - Art Class
10 Wed 7:00p (10:00p) Planning Board Mtg
10 Wed 7:00p (8:00p) Fire Dept Training
if it is a holiday, training is cancelled.
11 Thu 10:00a (11:00a) COA - Exercise with Marty
11 Thu 1:00p (2:00p) COA - low impact exercise
12 Fri 10:00a (11:00a) COA - Wii Bowling
15 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
16 Tue 10:00a (11:00a) COA - Meditation Class
16 Tue 2:00p (3:00p) COA - low impact exercise
17 Wed 10:30a (11:30a) COA - Art Class
17 Wed 7:00p (9:00p) Board of Selectmen's Meeting
17 Wed 7:00p (10:00p) Fire Department Training
if it is a holiday, training is cancelled
18 Thu 10:00a (11:00a) COA - Exercise with Marty
18 Thu 1:00p (2:00p) COA - low impact exercise
19 Fri 9:00a (12:00p) Shine - Council on Aging
19 Fri 10:00a (11:00a) COA - Wii Bowling
23 Tue 10:00a (11:00a) COA - Meditation Class
23 Tue 2:00p (3:00p) COA - low impact exercise
24 Wed 10:30a (11:30a) COA - Art Class
24 Wed 7:00p (10:00p) Planning Board Mtg
24 Wed 7:00p (9:00p) Bd of Health Mtg.
25 Thu 10:00a (11:00a) COA - Exercise with Marty

February 2016

Schedule

- 25 Thu 1:00p (2:00p) COA - low impact exercise
26 Fri 10:00a (11:00a) COA - Wii Bowling
29 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards

March 2016

To Do Items

- 1 Tue TA - Update Pavement Mgt Plan & Sidewalk Plan
- 1 Tue TA - Send out Post Accident Drug & Alcohol Testing Contacts
- 1 Tue TA - bill for false alarms
- 1 Tue TA - March is National Ethics Awareness month
- 1 Tue Schedule Facilities Self-Inspections
- 1 Tue Schedule Roof Inspections
- 1 Tue TA - obtain quotes for town reports
- 1 Tue TA - check on bldg & consolidated office supplies
- 2 Wed TA - check timing on outside parking lot lights
- 2 Wed TA - Schedule annual coffee for appointed boards & committees of BOS & TA
- 2 Wed DPW - St. Div. - order parts to repair equipment; install, repair or rebuild equipment for summer
- 2 Wed DPW - St. & Pk. Admin - publish street sweeping schedule on web, Banner, public access
- 2 Wed DPW - Pk. Div. - start some pruning of trees and shrubs
- 2 Wed DPW - Pk. Div. - begin planning early spring and late summer projects
- 2 Wed DPW - Pk. Div. - call for bids (equipment, mulch, etc) if not on bid award list
- 2 Wed DPW - Pk. Div. - begin preparing athletic fields for spring sports
- 2 Wed TA - if any islands were not adopted, announce what is available & schedule 2nd drawing in May
- 3 Thu DPW - St. Div. - patch potholes in road with cold patch
- 3 Thu DPW - St. Div. - clean tops of catch basins to allow runoff to enter
- 3 Thu DPW - St. Div. - maintain plows and sanders, inspect daily
- 3 Thu DPW - St. Div. - maintain sand & salt pile - reorder as necessary
- 3 Thu DPW - St. Div. - plow & sand roads, parking lots & sidewalks
- 3 Thu TA - send out April reappointment letters
- 7 Mon TA - Bldg Insp Contract expires June 30th - move him to psnl plan
- 8 Tue TA - update personnel records
- 11 Fri TA - schedule April reappointments on BOS agenda
- 15 Tue TA - prepare monthly sick time report for dept hd rpt
- 17 Thu TA - prepare monthly sick time report for dept hd rpt
- 20 Sun TA - department head reports due to BOS

March 2016

Schedule

- 1 Tue 10:00a (11:00a) COA - Meditation Class
- 1 Tue 2:00p (3:00p) COA - low impact exercise
- 2 Wed 10:30a (11:30a) COA - Art Class
- 2 Wed 7:00p (10:00p) Board of Selectmen Meeting
- 2 Wed 7:00p (9:00p) EMS Fire Dept Training
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- 3 Thu 1:00p (2:00p) COA - low impact exercise
- 4 Fri 10:00a (11:00a) COA - Wii Bowling
- 7 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
- 7 Mon 7:00p (8:00p) Conservation Cmsn. Mtg
- 8 Tue 9:30a (11:00a) Ask an Attorney Council on Aging
- 8 Tue 10:00a (11:00a) COA - Meditation Class
- 8 Tue 2:00p (3:00p) COA - low impact exercise
- 9 Wed 10:30a (11:30a) COA - Art Class
- 9 Wed 7:00p (10:00p) Planning Board Mtg
- 9 Wed 7:00p (8:00p) Fire Dept Training
if it is a holiday, training is cancelled.
- 10 Thu 10:00a (11:00a) COA - Exercise with Marty
- 10 Thu 1:00p (2:00p) COA - low impact exercise
- 11 Fri 10:00a (11:00a) COA - Wii Bowling
- 14 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
- 14 Mon 7:00p (8:00p) Water District Mtg
- 15 Tue 10:00a (11:00a) COA - Meditation Class
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- 16 Wed 10:30a (11:30a) COA - Art Class
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- 18 Fri 9:00a (12:00p) Shine - Council on Aging
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- 23 Wed 10:30a (11:30a) COA - Art Class
- 23 Wed 7:00p (10:00p) Planning Board Mtg
- 23 Wed 7:00p (9:00p) Bd of Health Mtg.
- 24 Thu 10:00a (11:00a) COA - Exercise with Marty

March 2016

Schedule

- 24 Thu 1:00p (2:00p) COA - low impact exercise
- 25 Fri 10:00a (11:00a) COA - Wii Bowling
- 28 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
- 28 Mon 7:00p (8:00p) Water District Mtg
- 29 Tue 10:00a (11:00a) COA - Meditation Class
- 29 Tue 2:00p (3:00p) COA - low impact exercise
- 30 Wed 10:30a (11:30a) COA - Art Class
- 31 Thu 10:00a (11:00a) COA - Exercise with Marty
- 31 Thu 1:00p (2:00p) COA - low impact exercise

April 2016

To Do Items

- 1 Fri DPW - Change timer for tennis court lights to shut off at 10:00 p.m.
- 1 Fri TA - bill for false alarms
- 1 Fri TA - Deadline for dept. heads to provide Town Admin list of all positions to be filled for next year including hours
- 1 Fri TA - deliver town report to printer
- 1 Fri TA - obtain quotes for insurance
- 1 Fri TA - update personnel records
- 2 Sat BOS - Send Fin Com the agenda for the joint mtg to review the warrant
- 2 Sat DPW - St. Div. sweep streets
- 2 Sat DPW - St. Div. - remove berms broken by plows
- 2 Sat DPW - St. Div. - clean out catch basins with truck
- 2 Sat DPW - St. Div. - sweep roads, sidewalks and parking lots throughout town
- 2 Sat DPW - St. & Pk. Admin - fiscal year bid package preparation & distribution for April/May
- 2 Sat DPW - St. & Pk. Admin - finalize winter expenditures to enable general accounting reconciliation/closing
- 2 Sat DPW - Sewer Admin - mail quarterly sewer usage bills
- 2 Sat DPW - St. & Pk. Admin - remind Director of bargaining unit time obligations re: vacation schedules
- 3 Sun Remove holiday flowers from the Cemetery
- 3 Sun Schedule Indoor Air Quality Inspections
- 4 Mon TA - O&M Contract with W&S Expires on May 31, 2016
- 8 Fri TA - update personnel records
- 9 Sat DPW - St. & Pk. Admin - forward updated personnel listings/licenses to Municipal Assistant
- 9 Sat DPW - St. & Pk. Admin - prepare FEMA/MEMA reimbursement requests; data gathering winter storm related
- 9 Sat DPW - St. Div. - patch pot holes in road with cold patch
- 9 Sat DPW - St. Div. - clean tops of catch basins to allow run off to enter
- 9 Sat DPW - Pk. Div. - pick up trash and debris on rail trail
- 9 Sat DPW - Pk. Div. - clean and mulch beds at Library
- 9 Sat DPW - Pk. Div. - start to change ripped & torn flags
- 9 Sat DPW - St. Div. - edge & clean beds on Commons
- 9 Sat DPW - Pk. Div. - prepare fields for games and town events
- 15 Fri Winter Parking Ban Ends
- 17 Sun TA - prepare monthly sick time report for dept hd rpt
- 18 Mon PATRIOTS DAY HOLIDAY
- 20 Wed TA - department head reports due to BOS
- 29 Fri TA - post warrant for May town mtg
- 29 Fri TA - announce which Gateway Signs are available - agenda item

April 2016

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- 1 Fri 10:00a (11:00a) COA - Wii Bowling
4 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
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11 Mon 7:00p (8:00p) Water District Mtg
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13 Wed 7:00p (10:00p) Planning Board Mtg
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if it is a holiday, training is cancelled.
14 Thu 10:00a (11:00a) COA - Exercise with Marty
14 Thu 1:00p (2:00p) COA - low impact exercise
15 Fri 9:00a (12:00p) Shine - Council on Aging
15 Fri 10:00a (11:00a) COA - Wii Bowling
19 Tue 10:00a (11:00a) COA - Meditation Class
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27 Wed 10:30a (11:30a) COA - Art Class
27 Wed 7:00p (10:00p) Planning Board Mtg

April 2016

Schedule

- 27 Wed 7:00p (9:00p) Bd of Health Mtg.
- 28 Thu 10:00a (11:00a) COA - Exercise with Marty
- 28 Thu 1:00p (2:00p) COA - low impact exercise
- 29 Fri 10:00a (11:00a) COA - Wii Bowling

May 2016

To Do Items

- 1 Sun BOS - Note that May 1 is Silver Star Day - honor sacrifices of men and women in the armed forces and their families
- 1 Sun TA - bill for false alarms
- 1 Sun TA - update personnel records
- 2 Mon Real Estate Actual FY15 taxes are due
- 2 Mon Personal Property Taxes are due
- 5 Thu DPW - St. Div. - sweep roads, sidewalks, parking lots throughout town
- 5 Thu DPW - St. & Pk. Admin - relocate files for earlier year(s) to archive storage
- 5 Thu DPW - St. & Pk. Admin - establish files for upcoming fiscal year
- 5 Thu DPW - St. & Pk. Admin - prepare fiscal year bid packages and distribute April/May
- 6 Fri Post We Remember SPC. Kyle A. Little on town sign
- 6 Fri TA - send out June reappt letters
- 6 Fri DPW - St. Div. - paint sidewalks, stop lines, weather permitting (70+ degrees)
- 6 Fri DPW - St. Div. - patch potholes in the road with cold patch
- 6 Fri DPW - St. Div. - remove berms broken by plows
- 6 Fri DPW - Pk. Div. - trash pick up on all fields & playgrounds Mon-Fri
- 6 Fri DPW - Pk. Div. - turn on all water for fields & maintain and repair breaks in system as needed
- 6 Fri DPW - Pk. Div. - prepare tennis courts, basketball courts & track
- 6 Fri DPW - Pk. Div. - continue to prepare and maintain fields
- 6 Fri DPW - Pk. Div. - prepare Commons for Memorial DAY
- 7 Sat DPW - St. Div. - clean out catch basins with truck
- 7 Sat DPW - St. Div. - maintain Century Drive
- 7 Sat DPW - St. Div. - mow roadside brush, etc
- 7 Sat DPW - St. Div. - sweep cemeteries
- 7 Sat TA - send out info mailer for twn mtg
- 7 Sat DPW - Pk. Div. - aerate (if proper equipment available), overseed & fertilize fields
- 7 Sat DPW - rainy day activities - clean equipment bay & yard
- 7 Sat DPW - Pk. Div. - mow & weed wacking
- 7 Sat PW - Pk. Div. - clean & fix problems in concession stands
- 7 Sat DPW - Pk. Div. - maintain Pride Park as needed
- 7 Sat DPW - St. Div. - prepare for Memorial Day Parade
- 8 Sun BOS/TA - include item on agenda for 2nd mtg in May - do board members want their stipend checks
- 8 Sun TA - update personnel records
- 9 Mon TA - Fire Chief contract expires Aug 8th
- 16 Mon Semi-Annual Twn Mtg
- 17 Tue TA - prepare monthly sick time report for dept hd rpt
- 20 Fri TA - department head reports due to BOS
- 22 Sun Graves Officer puts out American Flags
- 26 Thu TA - schedule June reappointments for BOS agenda
- 29 Sun Graves Registration Officer conducts Memorial Sunday going Church to Church
contact Jack McCormick for info 508.835.2857

May 2016

To Do Items

- 30 Mon MEMORIAL DAY HOLIDAY
- 31 Tue TA - deadline to submit MIIA Rewards

May 2016

Schedule

- 2 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
2 Mon 7:00p (8:00p) Conservation Cmsn. Mtg
3 Tue 10:00a (11:00a) COA - Meditation Class
3 Tue 2:00p (3:00p) COA - low impact exercise
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6 Fri 10:00a (11:00a) COA - Wii Bowling
9 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
9 Mon 7:00p (8:00p) Water District Mtg
10 Tue 9:30a (11:00a) Ask an Attorney Council on Aging
10 Tue 10:00a (11:00a) COA - Meditation Class
10 Tue 2:00p (3:00p) COA - low impact exercise
11 Wed 10:30a (11:30a) COA - Art Class
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11 Wed 7:00p (8:00p) Fire Dept Training
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13 Fri 10:00a (11:00a) COA - Wii Bowling
16 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
16 Mon 6:00p (7:00p) BOS mtg prior to twn mtg
17 Tue 10:00a (11:00a) COA - Meditation Class
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25 Wed 10:30a (11:30a) COA - Art Class

May 2016

Schedule

- 25 Wed 7:00p (10:00p) Planning Board Mtg
- 25 Wed 7:00p (9:00p) Bd of Health Mtg.
- 26 Thu 10:00a (11:00a) COA - Exercise with Marty
- 26 Thu 1:00p (2:00p) COA - low impact exercise
- 27 Fri 10:00a (11:00a) COA - Wii Bowling
- 31 Tue 10:00a (11:00a) COA - Meditation Class
- 31 Tue 2:00p (3:00p) COA - low impact exercise

June 2016

To Do Items

- 1 Wed TA - bill for false alarms
- 1 Wed Schedule Facilities Self-Inspections & Indoor Air Quality Inspections
- 1 Wed TA - send out notice to dept heads to prepare list of surplus items w/estimated values
- 1 Wed Proposed Capital Budget forms are reviewed and approved by CIB and sent to all town boards and departments
- 1 Wed TA - update personnel records
- 2 Thu DPW - Pk. Div. - line painting on courts
- 2 Thu DPW - Pk. Div. - mow, weed wacking
- 2 Thu DPW - St. Div. - cut out larger potholes repair with hot mix
- 2 Thu DPW - St. Div. - mow landfill & Mixer filter beds with tractor/woods moer
- 2 Thu DPW - use flail mower & brush kings to cut back roadside/intersection for line of vision
- 2 Thu DPW - St. Div. - clean out catch basins with truck
- 2 Thu DPW - St. Div. - paint crosswalks, stop lines, weather permitting (70+ degrees)
- 2 Thu DPW -St. Div. - maintain Century Drive
- 2 Thu DPW - St. Div. - mow roadside brush, etc
- 3 Fri DPW - Pk. Div. - commence projects as assigned by the Parks Cmsn.
- 3 Fri DPW - Pk. Div. - perform maintenance on fields i.e. dragging etc
- 3 Fri DPW - Pk. Div. - test irrigation system for broken heads
- 3 Fri DPW - Pk. Div. - rake & mulch around low sppots under swings and playground equipment
- 3 Fri DPW - pk. Div. - trash
- 3 Fri DPW - St. & Pk. Admin - prepare planned vacation schedule for bargaining unit members
- 3 Fri DPW - St. & Pk. Admin - assist in bid opening & award recommendations & prepare template & results for BOS action
- 3 Fri DPW - St. & Pk. Admin - access unpaid bills, encumber bills, expedite same
- 3 Fri DPW - St. Div. - finish sweeping roads, sidewalks, parking lots
- 8 Wed TA - update personnel records
- 17 Fri TA - prepare monthly sick time report for dept hd rpt
- 20 Mon TA - department head reports due to BOS

June 2016

Schedule

- 1 Wed 10:30a (11:30a) COA - Art Class
- 1 Wed 7:00p (10:00p) Board of Selectmen Meeting
- 1 Wed 7:00p (9:00p) EMS Fire Dept Training
if it is a holiday, they don't have one that week
- 2 Thu 10:00a (11:00a) COA - Exercise with Marty
- 2 Thu 1:00p (2:00p) COA - low impact exercise
- 3 Fri 10:00a (11:00a) COA - Wii Bowling
- 6 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
- 6 Mon 7:00p (8:00p) Conservation Cmsn. Mtg
- 7 Tue 10:00a (11:00a) COA - Meditation Class
- 7 Tue 2:00p (3:00p) COA - low impact exercise
- 8 Wed 10:30a (11:30a) COA - Art Class
- 8 Wed 7:00p (10:00p) Planning Board Mtg
- 8 Wed 7:00p (8:00p) Fire Dept Training
if it is a holiday, training is cancelled.
- 9 Thu 10:00a (11:00a) COA - Exercise with Marty
- 9 Thu 1:00p (2:00p) COA - low impact exercise
- 10 Fri 10:00a (11:00a) COA - Wii Bowling
- 13 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
- 13 Mon 7:00p (8:00p) Water District Mtg
- 14 Tue 9:30a (11:00a) Ask an Attorney Council on Aging
- 14 Tue 10:00a (11:00a) COA - Meditation Class
- 14 Tue 2:00p (3:00p) COA - low impact exercise
- 15 Wed 10:30a (11:30a) COA - Art Class
- 15 Wed 7:00p (9:00p) Board of Selectmen's Meeting
- 15 Wed 7:00p (10:00p) Fire Department Training
if it is a holiday, training is cancelled
- 16 Thu 10:00a (11:00a) COA - Exercise with Marty
- 16 Thu 1:00p (2:00p) COA - low impact exercise
- 17 Fri 9:00a (12:00p) Shine - Council on Aging
- 17 Fri 10:00a (11:00a) COA - Wii Bowling
- 20 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
- 21 Tue 10:00a (11:00a) COA - Meditation Class
- 21 Tue 2:00p (3:00p) COA - low impact exercise
- 22 Wed 10:30a (11:30a) COA - Art Class
- 22 Wed 7:00p (10:00p) Planning Board Mtg
- 22 Wed 7:00p (9:00p) Bd of Health Mtg.
- 23 Thu 10:00a (11:00a) COA - Exercise with Marty
- 23 Thu 1:00p (2:00p) COA - low impact exercise
- 24 Fri 10:00a (11:00a) COA - Wii Bowling

June 2016

Schedule

- 27 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
- 27 Mon 7:00p (8:00p) Water District Mtg
- 28 Tue 10:00a (11:00a) COA - Meditation Class
- 28 Tue 2:00p (3:00p) COA - low impact exercise
- 29 Wed 10:30a (11:30a) COA - Art Class
- 30 Thu 10:00a (11:00a) COA - Exercise with Marty
- 30 Thu 1:00p (2:00p) COA - low impact exercise

July 2016

To Do Items

- 1 Fri Police Dept - Update Beneficiary Designation Request
- 1 Fri TA - contract with Fire Chief Welsh expires on August 8
- 1 Fri TA - schedule performance review for Fire Chief Welsh Augsut 8th
- 1 Fri TA - bill for false alarms
- 1 Fri Fire Dept. - Update Beneficiary Designation Request
- 1 Fri DPW - Sewer Div Admin - mail quarterly sewer usage bills
- 1 Fri Send invoice to Water District for benefits administration
- 1 Fri TA - Fire Chief eval due in August - get goals from BOS
- 1 Fri TA - update personnel records
- 4 Mon TA - contact Town Clerk regarding appointment of election workers during the month of August
- 4 Mon TA - schedule surplus as an agenda item and set up auction timelines
- 4 Mon Schedule performance review for Fire Chief due on August 8th
- 4 Mon DPW - Pk. Div. - test irrigation system for broken heads
- 4 Mon DPW - Pk. Div. - paint concession stands, make repairs to structures
- 5 Tue DPW - St. Div. - cut back trees as needed for site visibility
- 5 Tue DPW - St. Div. - maintain Century Drive
- 5 Tue DPW - St. Div. - clean out catch basins with truck
- 5 Tue DPW - St. Div. - cut out potholes & repair with hot mix
- 5 Tue DPW - St. Div. - paint crosswalks, stop lines, weather permitting (70+) degrees
- 5 Tue DPW - Pk. Div. mow, weed wacking
- 5 Tue DPW - Pk. Div. - maintain fields, dragging infields
- 8 Fri TA - update personnel records
- 11 Mon TA - improve enforcement of bylaws designed to protect the environment
- 11 Mon DPW - St. & Pk. Admin - advise bidders in writing of bid awards after BOS approval
- 11 Mon DPW - St. Div. - install berm, loam, and seed as needed from winter damage
- 11 Mon DPW - St. Div. "jet" clogged catch basin lines
- 11 Mon DPW - St. Div. - repair/rebuild catch basins as needed and list for future
- 17 Sun TA - prepare monthly sick time report for dept hd rpt
- 18 Mon TA - prepare twn mtg schedule & have BOS approve
- 20 Wed TA - department head reports due to BOS

July 2016

Schedule

- 1 Fri 10:00a (11:00a) COA - Wii Bowling
4 Mon 6:00a (7:00a) 4TH OF JULY HOLIDAY
5 Tue 10:00a (11:00a) COA - Meditation Class
5 Tue 2:00p (3:00p) COA - low impact exercise
6 Wed 10:30a (11:30a) COA - Art Class
6 Wed 7:00p (10:00p) Board of Selectmen Meeting
6 Wed 7:00p (9:00p) EMS Fire Dept Training
if it is a holiday, they don't have one that week
7 Thu 10:00a (11:00a) COA - Exercise with Marty
7 Thu 1:00p (2:00p) COA - low impact exercise
8 Fri 10:00a (11:00a) COA - Wii Bowling
11 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
11 Mon 7:00p (8:00p) Water District Mtg
12 Tue 9:30a (11:00a) Ask an Attorney Council on Aging
12 Tue 10:00a (11:00a) COA - Meditation Class
12 Tue 2:00p (3:00p) COA - low impact exercise
13 Wed 10:30a (11:30a) COA - Art Class
13 Wed 7:00p (10:00p) Planning Board Mtg
13 Wed 7:00p (8:00p) Fire Dept Training
if it is a holiday, training is cancelled.
14 Thu 10:00a (11:00a) COA - Exercise with Marty
14 Thu 1:00p (2:00p) COA - low impact exercise
15 Fri 9:00a (12:00p) Shine - Council on Aging
15 Fri 10:00a (11:00a) COA - Wii Bowling
18 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
19 Tue 10:00a (11:00a) COA - Meditation Class
19 Tue 2:00p (3:00p) COA - low impact exercise
20 Wed 10:30a (11:30a) COA - Art Class
20 Wed 7:00p (9:00p) Board of Selectmen's Meeting
20 Wed 7:00p (10:00p) Fire Department Training
if it is a holiday, training is cancelled
21 Thu 10:00a (11:00a) COA - Exercise with Marty
21 Thu 1:00p (2:00p) COA - low impact exercise
22 Fri 10:00a (11:00a) COA - Wii Bowling
25 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
25 Mon 7:00p (8:00p) Water District Mtg
26 Tue 10:00a (11:00a) COA - Meditation Class
26 Tue 2:00p (3:00p) COA - low impact exercise
27 Wed 10:30a (11:30a) COA - Art Class
27 Wed 7:00p (10:00p) Planning Board Mtg

July 2016

Schedule

- 27 Wed 7:00p (9:00p) Bd of Health Mtg.
- 28 Thu 10:00a (11:00a) COA - Exercise with Marty
- 28 Thu 1:00p (2:00p) COA - low impact exercise
- 29 Fri 10:00a (11:00a) COA - Wii Bowling

August 2016

To Do Items

- 1 Mon TA - bill for false alarms
- 1 Mon 1st quarter FY17 Preliminary Real Estate Tax Bills are due
- 1 Mon TA - Update Emergency Contact List for COOP
- 1 Mon TA - update Board on grants "I" Pkg
- 1 Mon Schedule Indoor Air Quality Inspection
- 1 Mon TA - issue update on goals & objectives
- 1 Mon Fire Dept - bill for municipal fire alarm system
- 1 Mon TA - update Origin Book for Appt Bds & Cmtes
- 1 Mon TA - update personnel records
- 2 Tue DPW - St. Div. - dredge drainage outlets and inlets with backhoe
- 2 Tue DPW - St. Div. - paint crosswalks, stop lines, weather permitting (70+ degrees)
- 2 Tue DPW - St. Div. - cut back trees as needed for sign visibility
- 2 Tue DPW - St. Div. - maintain Century Drive
- 2 Tue DPW - St. Div. - roadway improvements, install new basins to remove standing water
- 2 Tue DPW - St. Div. - use flail mower & brush kings to cut back roadside/intersection line of vision
- 2 Tue DPW - St. Div. - mow landfill and Mixer filter beds with Ford tractor/wood mower
- 3 Wed DPW - St. Div. - cut out larger potholes and repair with hot mix
- 3 Wed DPW - St. Div. - clean out catch basins with truck
- 3 Wed DPW - Pk. Div. - mow and weed wacking
- 3 Wed DPW - St. Div. - mow roadside brush, etc.
- 3 Wed DPW - Pk. Div. - check irrigation system
- 3 Wed DPW - Pk. Div. - trash
- 3 Wed DPW - Pk. Div. - prepare fields for soccer
- 3 Wed DPW - Pk. Div. - fix high school football bleachers
- 4 Thu DPW - Pk. Div. - fix any rotted wood on concession stand
- 4 Thu DPW - Pk. Div. paint concession stand & bldgs
- 4 Thu DPW - Pk. - repair fencing around football field
- 4 Thu DPW - Pk. Div. - coordinate schedules with Athletic Director on fall sports
- 4 Thu DPW - Pk. Div. maintain playground
- 4 Thu DPW - Pk. Div. - prepare softball field for tournamen
- 4 Thu DPW - Pk. Div. - remove Little League fencing
- 4 Thu DPW - Pk. Div. - paint football field for first game
- 4 Thu DPW - Pk. Div - paint 7 soccer fields for Jamboree
- 5 Fri TA - Final Capital Budget Requests are due to be sent to CIB by Sept 1
- 5 Fri Invite legislators in to meet with BOS 1st mtg in Sept
- 5 Fri TA - get SWAT recycling info for annual report - send email to dpw
- 8 Mon TA - update personnel records
- 15 Mon TA - Get SWAT recycling information for the annual report
- 17 Wed TA - prepare monthly sick time report for dept hd rpt

August 2016

To Do Items

20 Sat TA - department head reports due to BOS

August 2016

Schedule

- 1 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
- 1 Mon 7:00p (8:00p) Conservation Cmsn. Mtg
- 2 Tue 10:00a (11:00a) COA - Meditation Class
- 2 Tue 2:00p (3:00p) COA - low impact exercise
- 3 Wed 10:30a (11:30a) COA - Art Class
- 3 Wed 7:00p (10:00p) Board of Selectmen Meeting
- 3 Wed 7:00p (9:00p) EMS Fire Dept Training
if it is a holiday, they don't have one that week
- 4 Thu 10:00a (11:00a) COA - Exercise with Marty
- 4 Thu 1:00p (2:00p) COA - low impact exercise
- 5 Fri 10:00a (11:00a) COA - Wii Bowling
- 8 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
- 8 Mon 7:00p (8:00p) Water District Mtg
- 9 Tue 9:30a (11:00a) Ask an Attorney Council on Aging
- 9 Tue 10:00a (11:00a) COA - Meditation Class
- 9 Tue 2:00p (3:00p) COA - low impact exercise
- 10 Wed 10:30a (11:30a) COA - Art Class
- 10 Wed 7:00p (10:00p) Planning Board Mtg
- 10 Wed 7:00p (8:00p) Fire Dept Training
if it is a holiday, training is cancelled.
- 11 Thu 10:00a (11:00a) COA - Exercise with Marty
- 11 Thu 1:00p (2:00p) COA - low impact exercise
- 12 Fri 10:00a (11:00a) COA - Wii Bowling
- 15 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
- 16 Tue 10:00a (11:00a) COA - Meditation Class
- 16 Tue 2:00p (3:00p) COA - low impact exercise
- 17 Wed 10:30a (11:30a) COA - Art Class
- 17 Wed 7:00p (9:00p) Board of Selectmen's Meeting
- 17 Wed 7:00p (10:00p) Fire Department Training
if it is a holiday, training is cancelled
- 18 Thu 10:00a (11:00a) COA - Exercise with Marty
- 18 Thu 1:00p (2:00p) COA - low impact exercise
- 19 Fri 9:00a (12:00p) Shine - Council on Aging
- 19 Fri 10:00a (11:00a) COA - Wii Bowling
- 22 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
- 22 Mon 7:00p (8:00p) Water District Mtg
- 23 Tue 10:00a (11:00a) COA - Meditation Class
- 23 Tue 2:00p (3:00p) COA - low impact exercise
- 24 Wed 10:30a (11:30a) COA - Art Class
- 24 Wed 7:00p (10:00p) Planning Board Mtg

August 2016

Schedule

- 24 Wed 7:00p (9:00p) Bd of Health Mtg.
- 25 Thu 10:00a (11:00a) COA - Exercise with Marty
- 25 Thu 1:00p (2:00p) COA - low impact exercise
- 26 Fri 10:00a (11:00a) COA - Wii Bowling
- 29 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
- 30 Tue 10:00a (11:00a) COA - Meditation Class
- 30 Tue 2:00p (3:00p) COA - low impact exercise
- 31 Wed 10:30a (11:30a) COA - Art Class

September 2016

To Do Items

- 1 Thu TA - bill for false alarms
- 1 Thu Fire Dept. plan 911 ceremony
- 1 Thu Schedule Facilities Self-Inspection
- 1 Thu TA - send Bldg Insp & Fire Chief list of liq licenses to be inspected prior to renewal
- 1 Thu September/Oct - CIB to meet with departments on capital budget requests and approve list of articles for October twn mtg.
- 1 Thu TA - update personnel records
- 2 Fri DPW - St. Div. - prepare for winter, order plow blades, salt & other supplies
- 2 Fri DPW - St., Div - use flail mower and brush king to cut back roadside/intersection vegetation
- 2 Fri DPW - St. Div. - cut out large pot holes, repair with hot mix
- 2 Fri DPW - St, Div. - clean out catch basins with truck
- 2 Fri DPW - St. Div. - dredge drainage outlets and inlets with backhoe
- 2 Fri DPW - St. Div. - clean tops of catch basins to allow runoff to enter
- 2 Fri DPW - Pk. Div. - maintain grounds around public safety bldg, twn hall & library
- 2 Fri DPW - Pk. Div. - coordinate with MLP on painting flag poles
- 2 Fri DPW - Pk. Div. - check all lighting on courts, flag pole & football fields
- 6 Tue TA - bldg insp performance review due in Oct - get goals from BOS
- 8 Thu DPW - Pk. Div. - check irrigation, water as needed
- 8 Thu DPW - Pk. Div. - mowing & weed wacking
- 8 Thu DPW - Pk. Div. -trim hedges on Common
- 8 Thu DPW - Pk. Div. - empty trash
- 8 Thu DPW - Pk. Div. - paint football practice field (weekly)
- 8 Thu DPW - Pk. Div. - paint soccer fields (weekly)
- 8 Thu TA - update personnel records
- 10 Sat Send Fin Com the agenda for the joint mtg to review the warrant
- 16 Fri BOS - Town Administrator Gaumond's contract expires on November 7th
- 17 Sat TA - prepare monthly sick time report for dept hd rpt
- 20 Tue TA - department head reports due to BOS
- 30 Fri TA - post warrant for Oct twn mg

September 2016

Schedule

- 1 Thu 10:00a (11:00a) COA - Exercise with Marty
1 Thu 1:00p (2:00p) COA - low impact exercise
2 Fri 10:00a (11:00a) COA - Wii Bowling
5 Mon 6:00a (7:00a) LABOR DAY HOLIDAY
6 Tue 10:00a (11:00a) COA - Meditation Class
6 Tue 2:00p (3:00p) COA - low impact exercise
7 Wed 10:30a (11:30a) COA - Art Class
7 Wed 7:00p (10:00p) Board of Selectmen Meeting
7 Wed 7:00p (9:00p) EMS Fire Dept Training
if it is a holiday, they don't have one that week
8 Thu 10:00a (11:00a) COA - Exercise with Marty
8 Thu 1:00p (2:00p) COA - low impact exercise
9 Fri 10:00a (11:00a) COA - Wii Bowling
12 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
12 Mon 7:00p (8:00p) Water District Mtg
13 Tue 9:30a (11:00a) Ask an Attorney Council on Aging
13 Tue 10:00a (11:00a) COA - Meditation Class
13 Tue 2:00p (3:00p) COA - low impact exercise
14 Wed 10:30a (11:30a) COA - Art Class
14 Wed 7:00p (10:00p) Planning Board Mtg
14 Wed 7:00p (8:00p) Fire Dept Training
if it is a holiday, training is cancelled.
15 Thu 10:00a (11:00a) COA - Exercise with Marty
15 Thu 1:00p (2:00p) COA - low impact exercise
16 Fri 9:00a (12:00p) Shine - Council on Aging
16 Fri 10:00a (11:00a) COA - Wii Bowling
19 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
20 Tue 10:00a (11:00a) COA - Meditation Class
20 Tue 2:00p (3:00p) COA - low impact exercise
21 Wed 10:30a (11:30a) COA - Art Class
21 Wed 7:00p (9:00p) Board of Selectmen's Meeting
21 Wed 7:00p (10:00p) Fire Department Training
if it is a holiday, training is cancelled
22 Thu 10:00a (11:00a) COA - Exercise with Marty
22 Thu 1:00p (2:00p) COA - low impact exercise
23 Fri 10:00a (11:00a) COA - Wii Bowling
26 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
26 Mon 7:00p (8:00p) Water District Mtg
27 Tue 10:00a (11:00a) COA - Meditation Class
27 Tue 2:00p (3:00p) COA - low impact exercise

September 2016

Schedule

- 28 Wed 10:30a (11:30a) COA - Art Class
- 28 Wed 7:00p (10:00p) Planning Board Mtg
- 28 Wed 7:00p (9:00p) Bd of Health Mtg.
- 28 Wed 7:00p (8:00p) BOS - special mtg review warrant for twm mtg
- 29 Thu 10:00a (11:00a) COA - Exercise with Marty
- 29 Thu 1:00p (2:00p) COA - low impact exercise
- 30 Fri 10:00a (11:00a) COA - Wii Bowling

October 2016

To Do Items

- 1 Sat TA - bill for false alarms
- 1 Sat TA - get input from citizens and employees for next year's town goals
- 1 Sat Report on Chapter Land due from Bd of Assessors
- 1 Sat TA - update call list for Closing Building to Extreme Weather
- 1 Sat DPW - File Disclosure of Financial Interest Forms with BOS for plow drivers
- 1 Sat TA - send Christ Lutheran Church license renewal info
- 1 Sat TA - send out motel renewals
- 1 Sat DPW - Pk. Div. - turn off irrigation system, drain and blow out for winter
- 1 Sat TA - update personnel records
- 3 Mon DPW - Sewer Div. Admin - mail quarterly sewer usage bills
- 3 Mon DPW - St. & Pk. Admin - order & follow up on delivery of sand and salt supplies
- 3 Mon DPW - St. & Pk. Admin. prepare and publish ad for snow removal operators
- 3 Mon DPW - remove flower arrangements from Cemetery for fall clean up
- 3 Mon DPW - Update DPW Snow & Ice Removal Policy
- 3 Mon Send out info mailer for twn mtg
- 3 Mon TA - send bldg insp & fire chief list of licenses for renewal & inspection
- 4 Tue DPW - Pk. Div. - turn off lights at tennis courts for the season
- 4 Tue DPW - Pk. Div. - check & repair lighting at football field
- 4 Tue DPW - Pk. Div. - check playground equipment & bleachers for safety
- 4 Tue DPW - Pk. Div. - start raking, blowing & vacuuming leaves from municipal areas
- 4 Tue DPW - Pk. Div. - paint football & soccer fields
- 4 Tue DPW - Pk. Div. - aerate (if possible), overseed & fertilize fields
- 5 Wed DPW - St. Div. - maintain Century Drive
- 5 Wed DPW - St. Div. - use flail mower & brush king to cut back road/intersection vegetation
- 5 Wed DPW - St. Div. - clean out catch basins with truck
- 5 Wed DPW - St. Div. - test run snow blower
- 5 Wed DPW - St. Div. - test all sanders & plows
- 5 Wed DPW - St. Div. - order sand and start mixing with salt
- 6 Thu DPW - Pk. Div. - fix fences around playing areas
- 6 Thu DPW - Pk. Div. - trash
- 6 Thu DPW - Pk. Div. mowing & weed wacking
- 6 Thu DPW - St. Div. - clean tops of catch basins to allow runoff to enter
- 6 Thu DPW - St. Div. - mow landfill & Mixer filter beds with Ford tractor/woods mower
- 7 Fri Schedule Tax Classification Hearing
- 7 Fri Assessors calculate New Growth for DOR certification
- 7 Fri TA - send license renewal info to all depts. for compliance
- 7 Fri TA - schedule review of all revolving accounts for 1st mtg in Nov
- 8 Sat TA - update personnel records
- 10 Mon COLUMBUS DAY HOLIDAY

October 2016

To Do Items

- 17 Mon TA - prepare monthly sick time report for dept hd rpt
- 20 Thu TA - department head reports due to BOS

October 2016

Schedule

- 3 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
3 Mon 7:00p (8:00p) Conservation Cmsn. Mtg
4 Tue 10:00a (11:00a) COA - Meditation Class
4 Tue 2:00p (3:00p) COA - low impact exercise
5 Wed 10:30a (11:30a) COA - Art Class
5 Wed 7:00p (10:00p) Board of Selectmen Meeting
5 Wed 7:00p (9:00p) EMS Fire Dept Training
if it is a holiday, they don't have one that week
6 Thu 10:00a (11:00a) COA - Exercise with Marty
6 Thu 1:00p (2:00p) COA - low impact exercise
7 Fri 10:00a (11:00a) COA - Wii Bowling
11 Tue 9:30a (11:00a) Ask an Attorney Council on Aging
11 Tue 10:00a (11:00a) COA - Meditation Class
11 Tue 2:00p (3:00p) COA - low impact exercise
12 Wed 10:30a (11:30a) COA - Art Class
12 Wed 7:00p (10:00p) Planning Board Mtg
12 Wed 7:00p (8:00p) Fire Dept Training
if it is a holiday, training is cancelled.
13 Thu 10:00a (11:00a) COA - Exercise with Marty
13 Thu 1:00p (2:00p) COA - low impact exercise
14 Fri 10:00a (11:00a) COA - Wii Bowling
17 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
17 Mon 7:00p (8:00p) Semi-Annual Twn Mtg
18 Tue 10:00a (11:00a) COA - Meditation Class
18 Tue 2:00p (3:00p) COA - low impact exercise
19 Wed 10:30a (11:30a) COA - Art Class
19 Wed 7:00p (9:00p) Board of Selectmen's Meeting
19 Wed 7:00p (10:00p) Fire Department Training
if it is a holiday, training is cancelled
20 Thu 10:00a (11:00a) COA - Exercise with Marty
20 Thu 1:00p (2:00p) COA - low impact exercise
21 Fri 9:00a (12:00p) Shine - Council on Aging
21 Fri 10:00a (11:00a) COA - Wii Bowling
24 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
24 Mon 7:00p (8:00p) Water District Mtg
25 Tue 10:00a (11:00a) COA - Meditation Class
25 Tue 2:00p (3:00p) COA - low impact exercise
26 Wed 10:30a (11:30a) COA - Art Class
26 Wed 7:00p (10:00p) Planning Board Mtg
26 Wed 7:00p (9:00p) Bd of Health Mtg.

October 2016

Schedule

- 27 Thu 10:00a (11:00a) COA - Exercise with Marty
- 27 Thu 1:00p (2:00p) COA - low impact exercise
- 28 Fri 10:00a (11:00a) COA - Wii Bowling
- 31 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards

November 2016

To Do Items

- 1 Tue TA - bill for false alarms
- 1 Tue TA - send out Commitment to Excellence Award Memo
- 1 Tue CIB to modify Capital Project List according to actions taken at the Oct twn mtg
- 1 Tue TA - send copy of tax classification pub hrg notice to edtd
- 1 Tue TA - send out ABCC renewal info
- 1 Tue 2nd Quarter FY17 Preliminary Real Estate tax bills are due
- 1 Tue TA - send memo out for updates to Municipal Calendar
- 1 Tue TA - update personnel records
- 2 Wed DPW - Pk. Div. - trash
- 2 Wed DPW - Pk. Div. - maintain all grounds in town
- 2 Wed DPW - Pk. Div. - paint fields
- 2 Wed DPW - Pk. Div. - rake, blow & vacuum leaves
- 2 Wed DPW - Pk. Div. - put picnic tables & all summer equipment in storage
- 2 Wed DPW - Pk. Div. - fall clean up
- 3 Thu Schedule Roof Inspections for Property Conservation Program
- 3 Thu TA - issue update on goals & objectives
- 4 Fri DPW - St. Div. - plow and sand town roads, parking lots and sidewalks
- 4 Fri DPW - St. Div. - maintain sand and salt pile, order as needed
- 4 Fri DPW - St. Div. - maintain plows & sanders inspect daily
- 4 Fri DPW - St. Div. - clean tops of catch basins to allow run off to enter
- 7 Mon DPW - St. & Pk Admin - order/follow-up n delivery of sand and salt supplies
- 7 Mon DPW - St. Div. - move all plows and snow equipment inside garage
- 7 Mon DPW - St. Div. - finish mixing sand/salt pile and cover
- 7 Mon DPW - St. Div. - cut back larger trees & chip
- 7 Mon DPW - St. Div. - use flail mower and chip king to cut back roadside/intersection vegetation
- 7 Mon DPW - St. Div. - clean out catch basins with truck
- 8 Tue TA - update personnel records
- 8 Tue TA - send out budget packets
- 11 Fri VETERANS' DAY HOLIDAY
- 14 Mon Graves Registration Officer begins to remove American Flags from graves
- 17 Thu TA - prepare monthly sick time report for dept hd rpt
- 20 Sun TA - department head reports due to BOS
- 24 Thu THANKSGIVING HOLIDAY

November 2016

Schedule

- 1 Tue 10:00a (11:00a) COA - Meditation Class
- 1 Tue 2:00p (3:00p) COA - low impact exercise
- 2 Wed 10:30a (11:30a) COA - Art Class
- 2 Wed 7:00p (10:00p) Board of Selectmen Meeting
- 2 Wed 7:00p (9:00p) EMS Fire Dept Training
if it is a holiday, they don't have one that week
- 3 Thu 10:00a (11:00a) COA - Exercise with Marty
- 3 Thu 1:00p (2:00p) COA - low impact exercise
- 4 Fri 10:00a (11:00a) COA - Wii Bowling
- 7 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
- 7 Mon 7:00p (8:00p) Conservation Cmsn. Mtg
- 8 Tue 9:30a (11:00a) Ask an Attorney Council on Aging
- 8 Tue 10:00a (11:00a) COA - Meditation Class
- 8 Tue 2:00p (3:00p) COA - low impact exercise
- 9 Wed 10:30a (11:30a) COA - Art Class
- 9 Wed 7:00p (10:00p) Planning Board Mtg
- 9 Wed 7:00p (8:00p) Fire Dept Training
if it is a holiday, training is cancelled.
- 10 Thu 10:00a (11:00a) COA - Exercise with Marty
- 10 Thu 1:00p (2:00p) COA - low impact exercise
- 14 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
- 14 Mon 7:00p (8:00p) Water District Mtg
- 15 Tue 10:00a (11:00a) COA - Meditation Class
- 15 Tue 2:00p (3:00p) COA - low impact exercise
- 16 Wed 10:30a (11:30a) COA - Art Class
- 16 Wed 7:00p (9:00p) Board of Selectmen's Meeting
- 16 Wed 7:00p (10:00p) Fire Department Training
if it is a holiday, training is cancelled
- 17 Thu 10:00a (11:00a) COA - Exercise with Marty
- 17 Thu 1:00p (2:00p) COA - low impact exercise
- 18 Fri 9:00a (12:00p) Shine - Council on Aging
- 18 Fri 10:00a (11:00a) COA - Wii Bowling
- 21 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
- 22 Tue 10:00a (11:00a) COA - Meditation Class
- 22 Tue 2:00p (3:00p) COA - low impact exercise
- 23 Wed 10:30a (11:30a) COA - Art Class
- 23 Wed 7:00p (10:00p) Planning Board Mtg
- 23 Wed 7:00p (9:00p) Bd of Health Mtg.
- 25 Fri 10:00a (11:00a) COA - Wii Bowling
- 28 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards

November 2016

Schedule

- 28 Mon 7:00p (8:00p) Water District Mtg
- 29 Tue 10:00a (11:00a) COA - Meditation Class
- 29 Tue 2:00p (3:00p) COA - low impact exercise
- 30 Wed 10:30a (11:30a) COA - Art Class

December 2016

To Do Items

- 1 Thu TA - bill for false alarms
- 1 Thu TA - update personnel records
- 1 Thu Schedule Facilities Self-Inspections
- 1 Thu Schedule Freeze-up Inspections
- 1 Thu Schedule Indoor Air Quality Inspections
- 1 Thu TA - send memo to Parks Cmsn. for input on 2016 Parks Maintenance Plan
- 1 Thu TA - Update Municipal Calendar & present to BOS at 2nd mtg in December
- 1 Thu TA - schedule coffee for liquor license holders invite bi, fc, pc & boh
- 1 Thu TA - review performance review info for all employees
- 2 Fri Town Clerk must provide Conflict of Interest Law to all municipal employees by December 28
- 2 Fri DPW - St. & Pk. Admin - insure Christmas Tree recycling schedule is established and published on web, public access & Banner
- 2 Fri DPW - St. & Pk. Admin - order and follow up on delivery of sand and salt supplies
- 2 Fri DPW - St. Div. - plow and sand town roads, parking lots and sidewalks
- 2 Fri DPW - St. Div. - maintain plows and sanders - inspect daily
- 2 Fri DPW - St. Div. - clean tops of catch basins to allow water to run off to enter
- 2 Fri DPW - St. Div. - patch pot holes in roads with cold patch
- 2 Fri DPW - St. Div. - cut back larger trees and chip same
- 2 Fri DPW - Pk. Div. - finish fall clean up
- 2 Fri DPW - Pk. Div. - install and light Christmas Tree at Gazebo
- 2 Fri DPW - Pk. Div. - trash clean up at all parks
- 2 Fri DPW - Pk. Div. - cut & chip any dead limbs in parks
- 2 Fri DPW - Pk. Div. - prepare plows for winter
- 2 Fri DPW - Pk. Div. - put parks 'to sleep' for winter
- 5 Mon Send out business license renewal packages
- 5 Mon TA - review budget requests & develop budget
- 8 Thu TA - update personnel records
- 12 Mon DPW - schedule Christmas Tree chipping day
- 17 Sat TA - prepare monthly sick time report for dept hd rpt
- 20 Tue TA - department head reports due to BOS
- 23 Fri TA - send liq lic renewal affidavits to ABCC
- 26 Mon CHRISTMAS HOLIDAY

December 2016

Schedule

- 1 Thu 10:00a (11:00a) COA - Exercise with Marty
1 Thu 1:00p (2:00p) COA - low impact exercise
2 Fri 10:00a (11:00a) COA - Wii Bowling
5 Mon 1:00p (2:00p) COA - dominos, knitting, cribbage & cards
5 Mon 7:00p (8:00p) Conservation Cmsn. Mtg
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if it is a holiday, training is cancelled
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22 Thu 1:00p (2:00p) COA - low impact exercise
23 Fri 10:00a (11:00a) COA - Wii Bowling
25 Sun 6:00a (7:00a) MERRY CHRISTMAS
27 Tue 10:00a (11:00a) COA - Meditation Class
27 Tue 2:00p (3:00p) COA - low impact exercise

December 2016

Schedule

28 Wed 10:30a (11:30a) COA - Art Class
28 Wed 7:00p (10:00p) Planning Board Mtg
28 Wed 7:00p (9:00p) Bd of Health Mtg.
29 Thu 10:00a (11:00a) COA - Exercise with Marty
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