

Department, Committee, Commission, Board Reports to Select Board

Content Outline

Please assume a 10-minute presentation with some Q/A. Your report should include information related to the following topics IF appropriate to your area. For example, if Personnel/Staffing is not relevant to your department/committee, please skip it. Please submit your written report (up to two pages), or powerpoint slides if you prefer, to the Town Administrator's Assistant one week prior to your scheduled presentation date. This will allow SB members to be more prepared with any questions they may have. Thank you in advance!

Current Priorities/Activities

Budget Spending Status/Concerns

Any Grants applied for or received and Impact on your Budget

Personnel/Staffing Updates if Applicable

Plans/Events for Next 6 Months

Long-term Issues for SB Consideration/Planning

Suggested Tools/Resources to help do your Job more Efficiently or Cost-effectively