

Stony Creek Association Process Calendar

The purpose of the following is to provide guidance on how to accomplish the tasks the SCA Board has typically taken on each year, organized by the month the task is typically done.

July

Task	Who	Does What	When
Set up committees	Board	Board members volunteer for committees they on which they wish to serve.	July Board Meeting
Set mill rate	Board	Board members set the mill rate to fulfill budget requirements. Proposes mill rate for board discussion and resolution	July Board Meeting
Property tax bills	Tax Collector	Tax collector sends out property tax bills and follows up on delinquent payments. Last chance tax collector to file liens for past year or lost forever.	July
Obtain/Renew bonds for Tax Collector and Treasurer	Clerk	Contacts insurance company and implements	July

August

Task	Who	Does What	When
Follow-up on sidewalk conditions first addressed at the April Board meeting	Maintenance Committee	Check condition of sidewalks and confirm that overhanging vegetation has been removed and report to the Board.	August Board Meeting

September

Task	Who	Does What	When
Review snow removal contract	Clerk	Presents the past year's contract to the Board for discussion and resolution	September Board Meeting
Begin snow removal advertising	Clerk	Place legal ad in <i>The Sound</i> (or similar newspaper) soliciting bids for snow removal in Stony Creek. (A copy of the ad is in the clerk's files and can be updated each year.)	Two-three weeks before the October Board Meeting.
Send out snow removal invitations to bid	Maintenance Committee/Clerk	Chair of Maintenance Committee sends request for bid to past bidders. (A copy is in the clerk's files and can be updated each year.)	Two-three weeks before the October Board Meeting.
Remind Rec. Dept. to take buoys out	Maintenance Committee	Call the Town's Rec. Department and remind them to remove the buoys	Mid/Late September

October

Task	Who	Does What	When
Snow removal contract update and resolution	President Board	Reports what bids were received Votes to accept the preferred bid	October Board Meeting

November

Task	Who	Does What	When
Christmas tree arrangements	Volunteer board member/s	Arranges for volunteers to find and set up lighted tree. Board members participate in set up	Early November
Consider items SCA would like included in Town's coming year budget	Board	Board discusses needs	November Board Meeting

December

Task	Who	Does What	When
Finalize and send Town budget requests	Board	Discussion and resolution. Each committee head conveys requests to the appropriate Town official (e.g., Director of Public Works, Police Department, etc).	Dec Board Mtg After Dec Board Mtg

January

Task	Who	Does What	When
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February

Task	Who	Does What	When
Distribute budget preparation sheets	Treasurer Board members	Distribute prep sheets to Board Look over and consider	Feb Board Meeting Before March Board Mtg

March

Task	Who	Does What	When
Prepare budget	Board	Discuss, set, and vote on a budget for upcoming fiscal year	March Board Meeting
Review street line painting, crosswalks, and signage	Police & Traffic Committee	Presents items for Board discussion and resolution.	March Board Meeting
		Communicates resolutions to Police Commission	After March Board Mtg

April

Task	Who	Does What	When
Appoint Nominating Committee	Board	Solicit and confirm a committee of at least three board members to identify potential nominees and solicit their willingness to stand for election.	April Board meeting
Check condition of sidewalks, beach, and parks	Maintenance Committee	Check condition and report findings and proposals to Board	Prior to, then during April Board meeting
Work with Town to see that beach is ready	Maintenance Committee	Make sure the Rec. Department prepares and grooms the beach for the upcoming season, including additional sand and installation of buoys	Prior to April Board meeting
Grand List Update	Tax Collector	Get new Grand List from Assessor	

May

Task	Who	Does What	When
Report progress from Nominating Committee	Chair of Nominating Committee	Presents nominees to the Board	May Board meeting
Set date for Special Meeting in June to hear nominations for upcoming Board year	Board	Moderate board discussion and resolution. (In recent times, the special meeting has been scheduled to take place on the date and time of the monthly meeting in June and is adjourned before moving into the monthly meeting.)	May Board meeting
	Clerk	See that the date is put on Library calendar	After May Board mtg
Specify date for election	Board	Per the bylaws, this is to be the first Monday after the first Wednesday in July	May Board meeting

(continued)

May (cont.)

Task	Who	Does What	When
Reserve Library room for the elections	Clerk	Talk to Librarian to reserve the room for the election.	During or soon after the May Board mtg
Prepare and send annual letter	President	Discuss contents of letter with Board and draft	May Board mtg and immediately after
	Clerk	Send to members, including notice of dates for special meeting and elections (Printing done through K&G Graphics)	By mid-May
Place legal ads for special meeting and elections	Clerk	Place legal ad in <i>The Sound</i> (or similar newspaper). (A copy of the ad is in the clerk's files and can be updated each year.)	By mid-May

June

Task	Who	Does What	When
Conduct special meeting to hear nominations	President	Call, moderate discussion, adjourn	Immediately prior to June Board meeting
Hear final report from Nominating Committee	Nominating Committee	Presents nominees	June Board meeting
	President	Solicits nominations from the floor	
Prepare bios and send nominations to members	Nominating Committee	Collect bio information from candidates	By early June
	Clerk	Prepare bio sheet containing all nominees and mail with election date reminder.	By mid-June
Engage election moderator	Clerk	Engage moderator, who in turn engages the personnel and resources needed.	By mid-June
Prepare audited year-end report for distribution at election	Treasurer	Have copies available at election site on election day	By election day