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Town Manager

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## TOWN OF GREAT BARRINGTON MASSACHUSETTS

### OFFICE OF THE TOWN MANAGER

Selectboard Special Meeting via Zoom  
Order of Agenda for Monday, January 31, 2022, at 6:00 PM

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84727797185?pwd=NDFRUjFITE12eDN3bE5LaTNBQ0RmZz09>

Webinar ID: 84727797185

Passcode: 528528

Dial-in, audio-only: (929) 205 6099

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's June 16, 2021 Revised Order extending remote participation by all members in any meeting of a public body, this meeting of the Great Barrington Selectboard will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on town's website, at [www.townofgb.org](http://www.townofgb.org). For this meeting, members of the public who wish to listen to the meeting may do so in the following manner: See instructions at the top of the agenda. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means.

\*\*\*\*\*ALL VOTES ARE ROLL CALL\*\*\*\*\*

1. CALL TO ORDER SELECTBOARD REGULAR MEETING
2. APPROVAL OF MINUTES
  - a. June 14, 2021
  - b. June 21, 2021
  - c. June 28, 2021
  - d. July 12, 2021
3. SELECTBOARD'S ANNOUNCEMENTS/STATEMENTS
4. TOWN MANAGER'S REPORT
  - a. Housatonic Water Works
  - b. Housatonic School RFP Marketing
5. PREVIOUS BUSINESS
  - a. Continued from January 24, 2022: Short-Term Rental Bylaw

#### 6. PRIORITY PLANNING

#### 7. CITIZEN SPEAK TIME

*Citizen Speak Time is an opportunity for the Selectboard to listen to residents. Topics of particular concern or importance may be placed on a future agenda for discussion. This*

*time is reserved for town residents only unless otherwise permitted by the chair, and speakers are limited to 3 minutes each.*

8. SELECTBOARD'S TIME
9. MEDIA TIME
10. ADJOURNMENT

NEXT SELECTBOARD MEETING

February 14, 2022      February 28, 2022      March 7, 2022      March 28, 2022

FY23 BUDGET MEETING SCHEDULE–Joint meetings with the Finance Committee

February 1, 2022      February 2, 2022      February 8, 2022      February 9, 2022  
Finance Committee Public Budget Hearing March 1, 2022



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**Mark Pruhenski, Town Manager**

*Pursuant to MGL. 7c. 30A sec. 20 (f), after notifying the chair of the public body, any person may make a video or audio recording of an open session of a meeting of a public body, or may transmit the meeting through any medium. At the beginning of the meeting, the chair shall inform other attendees of any such recordings. Any member of the public wishing to speak at the meeting must receive permission of the chair. The listings of agenda items are those reasonably anticipated by the chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may be brought up for discussion to the extent permitted by law.*

Selectboard Meeting Minutes Status  
as of January 28, 2022

	Date	Meeting Type	Minutes Status
1	January 11, 2021	Regular Meeting	Approved & Posted
2	January 25, 2021	Regular Meeting	Approved & Posted
3	January 27, 2021	Special Meeting–Priority Planning	Approved & Posted
4	February 8, 2021	Regular Meeting Joint w/Housing	Approved & Posted
5	February 16, 2021	Budget Meeting Joint w/FinComm	Approved & Posted
6	February 17, 2021	Budget Meeting Joint w/FinComm	Approved & Posted
7	February 22, 2021	Regular Meeting	Approved & Posted
8	February 24, 2021	Budget Meeting Joint w/FinComm	Approved & Posted
9	March 2, 2021	Budget Meeting Joint w/FinComm	Approved & Posted
10	March 8, 2021	Regular Meeting	Approved & Posted
11	March 22, 2021	Regular Meeting	Approved & Posted
12	March 30, 2021	Budget Meeting Joint w/FinComm	Approved & Posted
13	April 12, 2021	Regular Meeting & Executive Session	Approved & Posted
14	April 26, 2021	Regular Meeting	Approved & Posted
15	April 29, 2021	Special Meeting Joint w/Planning Board	Approved & Posted
16	May 10, 2021	Regular Meeting	Approved & Posted
17	May 12, 2021	Regular Meeting –Reorganization	Approved & Posted
18	May 24, 2021	Special Meeting Joint w/ZBA	Approved & Posted
19	June 14, 2021	Regular Meeting	For approval Jan. 31
20	June 21, 2021	Regular Meeting	For approval Jan. 31
21	June 28, 2021	Special Meeting–Priority Planning	For approval Jan. 31
22	July 12, 2021	Regular Meeting	For approval Jan. 31
23	July 26, 2021	Regular Meeting	Approved & Posted
24	August 3, 2021	Special Meeting–Housatonic Community	Approved & Posted
25	August 9, 2021	Regular Meeting	Approved & Posted
26	August 23, 2021	Regular Meeting	Approved & Posted
27	August 27, 2021	Special Meeting–Executive Session	To be reviewed
28	September 13, 2021	Regular Meeting	Approved & Posted
29	September 27, 2021	Regular Meeting	Approved & Posted
30	October 4, 2021	Regular Meeting	Approved & Posted
31	October 12, 2021	Special Meeting–Housatonic Water Works	Approved & Posted
32	October 25, 2021	Regular Meeting	Approved & Posted
33	November 1, 2021	Special Meeting–ARPA Input	Approved & Posted
34	November 8, 2021	Regular Meeting	Approved & Posted
35	November 15, 2021	Special Meeting–Executive Session	To be Reviewed
36	November 22, 2021	Regular Meeting	Approved & Posted
37	November 29, 2021	Special Meeting Joint w/Planning Board	Approved & Posted
38	December 13, 2021	Regular Meeting	Approved & Posted
39	December 20, 2021	Regular Meeting	Approved & Posted
40	January 10, 2022	Regular Meeting	Approved & Posted
41	January 18, 2022	Special Meeting	In Process
42	January 24, 2022	Regular Meeting	In Process
43	January 31, 2022	Special Priority Planning Meeting	In Process

**Draft for 1/31/22 SB meeting**

**SHORT-TERM RENTAL OF RESIDENTIAL PROPERTIES**

**Purpose and Intent.** Pursuant to the authority of G.L. c.64G, the Town establishes these regulations in order to balance private, neighborhood, and municipal interest, including:

- enabling residents to earn extra money from their properties to better afford to live here, maintain their properties, and contribute to the community; [CR Comment: question at last meeting about the term “residents”? Choose that term if you allow tenants to STR their units / or use “property owners” instead if you will not allow tenants to STR their units]
- minimizing public safety and health risks; and,
- deterring commercial interests from buying housing to use primarily as short-term rental businesses.

**Definitions.** For this Bylaw, the following terms shall have the definitions indicated.

~~*Booking Agent.* Any person or entity that facilitates reservations or collects payment for a Short-Term Rental on behalf of or for an Operator.~~ [CR Comment: Proposed for deletion. I don’t think it is needed since this is not discussing or regulating the booking agents.]

*Inspector.* The Building Inspector of the Town of Great Barrington or his or her designee.

*Operator.* An owner of a Residential Unit who seeks to offer said Residential Unit as a Short-Term Rental.

~~*Primary Residence.* A Residential Unit in which an Operator resides for at least six months out of a twelve month period.~~ [CR Comment: Proposed for deletion. It’s not needed if there is no distinction between primary and second homes.]

~~*Proof of Primary Residence.* A copy of the deed, driver’s license, or state issued identification, as well as one other document showing residency at the Residential Unit for the Short-Term rental, such as utility bill, motor vehicle or voter registration.~~ [CR Comment: Proposed for deletion. It’s not needed if there is no distinction between primary and second homes.]

*Residential Unit.* A dwelling unit or a secondary dwelling unit located on the same tax parcel as the principal dwelling, classified under the Building Code as residential use.

*Secondary Unit:* An additional, self-contained dwelling unit located in the same structure or on the same tax parcel as the Operator’s residence and owned by the same unique owner. [CR Comment: This definition would include ADUs on the same parcel or in the same structure as Operator’s Residential Unit. And it would include the extra apartment in a two or three family house (i.e., Operator lives in upstairs in one, and STRs another unit in the building).]

*Short-Term Rental.* The rental of a whole or a portion of a Residential or Secondary Unit, in exchange for payment, as residential accommodations for a duration of not more than thirty consecutive days, excluding a Hotel, Motel, or Lodging House or Tourist Home for Transient Guests as defined and permitted under the Zoning Bylaw.

**Rules and Regulations.**

1. The following shall be prohibited from being offered as Short Term Rentals: [CR Comment: Stockbridge uses prohibitions a. and b. below.  
Do you want to add another, to prohibit tenants from subleasing as STRs? I'm not sure what that would accomplish. It go against the first bullet above in Purpose. If you do not prohibit tenant STRs, then if a tenant registers an STR with the Town we should ensure they have Owner's permission]
  - a. Residential premises owned by a corporation, other than an LLC;
  - b. Residential premises designated as affordable or otherwise income restricted, which are subject to affordability covenants or are otherwise subject to housing or rental assistance under local, state, or federal programs or law.
  
2. Short Term Rentals shall not be rented for more than a total of \_\_\_\_\_ nights per calendar year when the Operator is not residing on premises. When the Operator is residing on premises, there shall be no such limit. If more than one dwelling unit exists on a single parcel, the \_\_\_\_\_ nights applies to the parcel as a whole, not to each unit.  
  
 [CR Comment: Items 3, 4, and 5 below are intended to capture the following items the SB has previously discussed:  
 How many parties at once?  
 How many total people?  
 Can multiple dwellings on one parcel be used?  
 Also, I have eliminated the limitation based on people per bedroom, and just made it a max of 10 in a party on one premises.]
  
3. A Short-Term Rental shall be rented to only one party of short-term renters at a time, not rented as separate units, bedrooms, beds, or spaces to separate parties.
4. A Short-Term Rental shall be limited to a maximum of 10 guests.
5. A Secondary Unit may be offered as a Short-Term Rental. However, only one Residential Unit per parcel at a time shall be offered as a Short-Term Rental, unless the same party of short-term renters rents multiple units on the same parcel at the same time under the same contract, parcel, multiple units may be utilized as Short Term Rentals, subject to all other limitations of this Chapter including the total number of nights per year and the total number of renters.
6. A Short-Term Rental shall not utilize the premises for holding commercial events or gatherings. Tents and amplified music shall be prohibited.
7. A Residential Unit offered as a Short-Term Rental shall provide all necessary parking on-site.
8. No sign shall be posted on the exterior of the premises to advertise the availability of the Short-Term Rental to the public.
9. All exterior trash and recycling areas shall be screened from view from the street and abutting properties residentially used or zoned.
10. Renting for an hourly rate or for rental durations of fewer than ten consecutive hours shall be prohibited.

11. Smoke Detectors and Carbon Monoxide Alarms. Each unit offered as a Short-Term Rental shall contain functional smoke detectors and carbon monoxide alarms. The Operator shall also provide and maintain one 2.5 lb. multi-purpose fire extinguisher in all dwelling units that are offered as a Short-Term Rentals. Extinguishers shall be maintained or replaced in accordance with the manufacturer's specifications. Operators shall test and perform maintenance on every smoke detector, carbon monoxide alarm upon renewal of the Short Term Rental Registration. Any detector or alarm found to be defective shall be repaired or replaced forthwith. The **Occupant(s)** shall be notified to report faulty or inoperative smoke detector unit(s) and carbon monoxide alarm(s) to, first, the Operator and, second, the Inspector. The above requirements shall be the minimum, and all Short Term Rentals shall comply with applicable building, fire, and other applicable life safety and health codes. [CR Comment: Does the term "occupants" mean the short term renters? There shouldn't be renters there if the detectors are not operable or are defective]
12. The Inspector shall be permitted entry to conduct inspections, at the owner's expense, as may be required under local and state building, fire, health and safety codes.
13. No Outstanding Violations. The Residential Unit offered as a Short-Term Rental shall not have any outstanding building, sanitary, or fire code violations, orders of abatement, stop-work orders, or other requirements, laws, or regulations that prohibit the Operator from offering the Residential Unit as a Short-Term Rental. If a violation or other order is issued, upon notice of said violation or order Short-Term Rental use shall be terminated until the violation has been cured or otherwise resolved.
14. Three or More Violations in a Six-Month Period. Should a property receive three or more violations within a six-month period under this article, or of any municipal ordinance, state law, or building code, any Residential Unit within the property shall be ineligible to be used as a Short Term Rental for six months from the third or subsequent violation.
15. Compliance and Interaction with Other Laws. Operators shall comply with all applicable federal, state, and local laws and codes, including but not limited to the Fair Housing Act, GL c. 151B and local equivalents and regulations related thereto, and all other regulations applicable to residential dwellings. Demonstration of compliance shall be in the form of a sworn affidavit submitted as part of the registration application to the Inspector prior to occupancy.
16. Retention of Records. The Operator shall retain and make available to the Inspector, upon written request records to demonstrate compliance with this Bylaw, including but not limited to: records demonstrating the number of months that the Operator has resided or will reside in the Residential Unit, if applicable, and records demonstrating the number of days per year that the Residential Unit is offered as a Short-Term Rental. The Operator shall retain such records for as long as he or she desires to use the Residential Unit as a Short-Term Rental.
17. Notifications. The Operator shall post and maintain a sign on the inside of the Short-Term Rental on the entry-level, visible to and reasonably likely to be readily accessed by individuals utilizing the Short Term Rental, with the following information:
  - (1) proof of registration;
  - (2) evacuation plan for the unit showing emergency exit routes and fire extinguisher location;
  - (3) instructions for recycling and the disposal of waste;
  - (4) information regarding the Town's parking regulations, if applicable, including but not limited to on-street parking limitations and overnight ban of on-street parking during winter months;
  - (5) local noise ordinances of the Town;

- (6) contact information for a locally available contact designated to respond to all emergencies and problems that may arise during the rental period. Contact information must include a telephone number that is available twenty-four hours per day, seven days a week to tenants;
- (7) the maximum number of occupants permitted in the unit.

### **Registration Required:**

All Operators of Short Term Rentals shall register annually with the Selectboard. The Selectboard shall have the authority to set registration fees and require additional information as it deems necessary. At a minimum, the following information shall be provided with each registration:

[CR Comment: Obviously the Board should add or subtract registration items if desired.

I suggest the registration be with the Selectboard, as that is where Innholders must register.

I also suggest requirement to sign up for the Code Red system too so at least the operator is aware of public emergencies.]

- a. Owner Name:
  - i. If owned by natural persons, the names and contact information of all natural persons.
  - ii. If owned by a Trust, the Trustee and Beneficiary Name and contact information.
  - iii. If owned by an LLC, the members of the LLC and their contact information.
- b. Primary Contact person: For instances when the Owner is not in residence, the name and contact information of the responsible person who will respond within 30 minutes in the event of any problem, complaint or emergency.
- c. Copy of the certificate of registration with the Massachusetts Department of Revenue.
- d. Attestation that the Owner and Primary Contact Persons, if any, are signed up with the Town of Great Barrington's Code-Red "reverse 911" emergency notification system.
- e. Registrant(s) shall attest under the penalties of perjury to the following:
  - i. compliance with all local and state requirements for health and safety;
  - ii. that they have posted instructions at the rental for recycling, waste disposal, parking, and that they have posted the phone, cell phone, and email contact information of the Owner and/or the Primary Contact Person.

### **Penalties; Enforcement; Complaints.**

No person or entity may offer a Residential Unit as a Short Term Rental in violation of this Bylaw. All violations of this Bylaw shall be penalized by a noncriminal disposition as provided for in G.L. c. 40, s. 21D and shall be subject to a fine of \$300 per day. Each day on which a violation exists shall be deemed a separate and distinct offense. Nothing herein shall be construed to preclude the Town from seeking any additional penalties or taking any additional enforcement action as allowed for by law.

(a) Complaints. A complaint alleging that a Short-Term Rental is in violation of this Bylaw or any applicable law, code, or regulation may be filed with the Inspector. The complaint must contain the Residential Unit's address, unit number, date and nature of the alleged violation(s), and name and contact information of the complainant.



(b) **Review of Complaint.** Within thirty (30) days after receipt of a complaint, the Inspector shall review the Complaint and refer it to the appropriate Town Department, official, Board, or Commission for findings. The Inspector shall not make a determination of a violation under any bylaw, regulation, or law vested within another body or official's jurisdiction, but may utilize such determinations as evidence of a violation of this bylaw. Upon a finding of a potential violation, the Inspector, or its designee, shall serve notice of the violation upon the Operator of the Short-Term Rental at issue, if such unit is listed on the Short-Term Rental Registry, and upon the owner or resident agent or owner of record of the premises at issue, if such unit is not listed on the Short-Term Rental Registry.

(c) **Right to Hearing.** A person upon whom a notice of violation has been served under this bylaw may request a hearing from the Inspector by filing a written petition requesting a hearing on the matter within fourteen (14) days of receipt of a notice of violation. The Inspector shall render a decision within a reasonable time after the close of the hearing. Any direction to correct conditions at the short-term rental and fines assessed shall be stayed until the Inspector issues his/her decision.

(d) **Violations, Suspensions, and Fines.**

Any person who offers a Residential Unit as a Short-Term Rentals, where such premises or unit is not an eligible Residential Unit, or offers otherwise eligible premises or units but has not complied with the registration requirements of this bylaw, shall be fined three hundred dollars (\$300) per violation per day. Each day's failure to comply with a notice of violation or any other order shall constitute a separate violation.

Short-Term Rentals found to be in violation of this Bylaw, or which are found to have any outstanding building, sanitary, or fire code violations, orders of abatement, or stop-work orders, or other requirements, laws, or regulations that prohibit the operation of the premises as a short-term rental, shall be suspended from the Short-Term Rental Registry and prohibited from operation until all violations have been cured or otherwise resolved.

The Inspector may enter into agreements with Booking Agents or any other third parties for assistance in enforcing the provisions of this Bylaw.

### **Additional Regulations.**

The Inspector shall have the authority to promulgate regulations to carry out the provisions of this Bylaw.

### **Severability.**

If any provision in this Bylaw shall be held to be invalid by a court of competent jurisdiction, then such provision shall be considered separately and apart from the remaining provisions, which shall remain in full force and effect.

### **Effective Date.**

The provisions of this Bylaw "Short-Term Rental of Residential Properties" shall take effect on January 1, 2023.

[for previous versions, see: [1/24/22 packet pp.15-32](#)]



PROJECT/TASK <small>UPDATED: 1-27-22</small>	RATED 1-3 & LONG-RANGE	RESPONSIBLE DEPT.	COMMENTS/UPDATES	STATUS
<b>High Priority Projects</b>				
Affordable Housing (Market Rate/Working Class)	1	SB/AHTF/PB/Planning	Discuss multi-pronged approach, to address supply, regulations, taxation, town sites, short term rentals, etc	WIP
Ambulance Service Study	LONG-RANGE	Fire Dept.	Requesting ARPA funds for ambulance replacement. No FY23 subsidy needed. Long-term planning ongoing.	WIP
Cook's Garage Property	1	TM/Treasurer-Coll./Planning	Develop reuse/disposition goals. Town Meeting 2022 authorization needed to RFP/dispose.	WIP
Hous. Com. Center (updates/conf. room/grants)	2	TM/DPW	All light fixtures replaced w/LED's in June 2021. WIFI installed and Mtg. room painted and set-up.	WIP
Housatonic Fiber	1	Planning Dept	Make-ready study is near complete for cost estimates for pole route to Housatonic. Verizon to review in Jan. 22.	WIP
Hous. School- Updates	1	TM/Planning	HIC report rec'd. Roof to be protected with rubber membrane in 22. RFP issued in Jan. and due April 27, 2022.	WIP
Infrastructure (Bridges/Roads/Sidewalks/Complete Streets)	1	TM/DPW	Division St. bridge in the bidding phase w/completion scheduled for summer 22. LM Road design in progress.	WIP
Parking Concerns	2	TM/Planning Dept.	Discuss next steps & strategies to manage parking, wayfinding/awareness, working with private sector.	WIP
Main Street Pedestrian Safety and Traffic	1	DPW/PD/TM	Design and bid documents scheduled for spring 22. Funding request for FY23.	WIP
MMRHS Entrance	1	SB/TM/BHRSD	Working w/Legislators, DOT, BHRSD Admin, and Traffic Engineer to explore safety improvements.	WIP
Reid Cleaners Property	1	TM/Planning Dept.	QEP to be selected soon, will develop cleanup scope. Cleanup projected to begin early calendar 23.	WIP
Short-term Rental Regulations	2	SB/TM/Planning Bd.	The SB is currently developing a draft bylaw for the 2022 Annual Town Meeting.	WIP
Systemic Racism Proclamation	1	TM	Proclamation approved in July 2020. Trust Policy Committee formation on hold after 3 rounds of advertising .	WIP
Trip Hazards Main Street	1	DPW	DPW working to address hazards over time. Funding request in FY23.	WIP
Water Systems Study	1	TM/DPW	Phase 2 study presentations in summer of 21. SB considering several options at this time and working w/legal counsel.	WIP
<b>Moderate Priority Projects</b>				
5G Technology	LONG-RANGE	Planning Dept.	Discuss with Planning Board.	WIP
Business Improvement District	LONG-RANGE	Planning Dept.	Moved in June '21 to long range. Local Rapid Recovery Program may have further recommendations	
Committee Charters- Policy for Member Removal	2	SPM	Updated charters expected in early 2022 for approval by SB for some boards and committees	WIP
Open Space and Recreation Plan	2	Planning Dept.	Update OSRP. Restart the update in spring 2022	WIP
Downtown (Pride/energy/marketing/entertainment)	2	Planning/Cultural District	Cultural District flags, marketing etc. Shared streets \$ assisted RR street dining. Wayfinding in discussion per LRRP	WIP
Econ. Dev/Sm. Biz Assistance and Job Creation	LONG-RANGE	Planning Dept.	PACE adopted in January 2022. Seeking grants per LRRP report recommendations.	WIP
Elevator Repairs	1	DPW	Phase 2 of front entrance work to begin. Now that TH front steps are completed, elevator work will go out to bid.	WIP
Fire Department Study	2	TM/Fire Dept.	Initial recommendations complete. Working on strategic plan to be presented in early 22.	
Fire Station (Old) Easement- Telephone Pole/utility	3	TM/DPW	On hold at the moment. Will work with DPW Superintendent, N-Grid, and Property Owner if/when needed.	
Hosting Community Discussions w/BRIDGE	2	TM	Proposal from BRIDGE. No dates/trainings scheduled at this time.	
Inclusiveness/Diversity (Town Hall/Town-wide)	1.2.3	TM	Translation tablets @ all town buildings. Trust Pollicy posted in PD and Town Hall lobbies.	WIP
Marketing to young families	LONG-RANGE	TM/Planning Dept.	Welcome new residents initiative launched in winter 2021. New residents tab on website homepage.	
Master Plan Review w/PB	2	Planning Dept.	For continued discussion at SB/PB joint meetings	
Mission Statement for SB and Town	1		Draft for SB review expected in winter 2022.	WIP
Neighborhood Meetings/Mtgs in Housatonic	1	TM	Being held virtually as-needed during COVID.	WIP
Open Mtg/Public Records training for boards	1	TM/Town Clerk	State training scheduled for spring 2020 was cancelled due to COVID. <b>Virtual options being scheduled for March 2022.</b>	WIP
Rest of River Status	1	Planning Dept./TM	EPA issued permit consistent with settlement; pending appeals. Committee continues review of technical documents	WIP
Selectboard Policies	1	TM/SB	Working document. Awaiting Social Media policy.	
Sign Zoning (+Banners)	LONG-RANGE	Building Dept.	Determine if sign code re-write is desired	WIP
Website and URL for email addresses	LONG-RANGE	IT Director/Town Clerk	Dot-gov domain registration application submitted in Jan. 2022	WIP
Zoning Enforcement	1	Building Dept.	Active enforcement of zoning issues and signs. Proactive vs. Reactive approach	WIP
<b>Completed Projects</b>				
ADA Committee/Disability Related Issues	1	TM/BLDG	Commission formed.	Completed

CodeRED Protocols	1	TM/EMD/FIRE/PD/BOH/DPW	Updated on 6-11-19 and effective on same. Outreach ongoing to large employers.	Completed
Columbus Day/Indigenous Peoples' Day	LONG-RANGE	TM	Proclamation approved by SB	Completed
Court House Improvements	1	TM/DPW	Bathroom work completed. Carpeting and blinds completed.	Completed
COVID-19 State of Emergency	1	ALL	State and local State of Emergency lifted on June 15, 2021	Completed
Email Signatures for staff and SB	1	TM/IT Director	Standardized email signature for all gb.org accounts in place. Desktop only.	Completed
EV Charging Station	2	DPW	DPW incorporating into plans for Taconic lot and future plans for Town Hall lot	Completed
Fire Station- Castle St. (lease status and surplus items)	1	ALL DEPTS/DPW	Building cleared on 11-20-20 and sold. Remediation work is beginning.	Completed
Forensic Audit	1	TM/Finance Director/Treas	Substantially complete at this time. Information has been handed over to authorities.	Completed.
Front Entrance to Town Hall (Steps)	1	DPW	TH front steps are completed January 2022	Completed
Grove Street Property	1	TM/Treasurer-Col/DPW	Habitat designated as new owner.	Completed
HR Director (Shared Position)	2	TM	Position was fully funded by CC Grant. Job Desc. Completed and position posting in July 21.	Completed
Joint Meetings w/Planning Board	1	TM	Regular meetings held every other month.	Completed
Personnel Policy/Manual	1	TM/Treasurer-Coll./Fin. Dir.	Final Draft approved by the SB in February 2021.	Completed
Privacy Issues in Town Hall Offices	1	TM/DPW	Addressed by office move with Town Clerk and Assessor	Completed
Senior Work-off Program (Re-boot)	1	TM	New forms, SWO member assigning tasks and working closely w/Seniors	Completed
Standardize hours for Town Hall	1	TM	8:30--4:00 M-F Full time staff on until 5:00	Completed
Sewer Rate Study	2	DPW/TM	Sewer rate study completed in winter 2021.	Completed
Town Counsel Policy (on use/access/etc.)	1	TM	SB Policies and Procedures approval on 7-22-19	Completed
Town Meeting(s) Schedule (2-night?)	1	TM/SB/Planning Bd	2-Night ATM schedule approved by SB w/input from PB and Moderator	Completed
Water Bottle Ban/Water in Public Buildings	1	TM	Water Stations installed and functional. Ban in full effect 11/1 Water stations in 3 locations	Completed
Website Designate as Posting Board (Agendas)	1	Town Clerk	Approved by SB and Attorney General. Official posting location as of 1-1-20	Completed
<b>Key</b>				
Current High Priority Projects noted in Pink				
Moderate Priority Projects noted in Yellow				
Completed Projects noted in Green	SB= Selectboard	TM= Town Manager		