

2024

| Meeting Date | Assigned to | What is the task | Complete/Closed |
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| 1/9/2024 | Houghtling/Powers | Go over the ZRC's comments about self storage units and report back to the board | YES |
| | Houghtling | Talk to all town hall employees to gauge how they feel about building safety | YES in 2/13/2024 minutes |
| | Houghtling | Will ask the engineer for a copy of the Walkable Downtown grant application for review & send to the board | YES |
| | Tipograph | Will compile a list of what other towns are charging for summer camp fees | YES in 2/13/2024 minutes |
| 2/13/2024 | Houghtling | To reach out to the HR Attorney to draft an amended version of the Firearms & Dangerous Weapons Policy | YES |
| | Houghtling | To reach out to AOT to see if NL could have a satellite sand location for winter in the western end of town | YES |
| | All Board | Look at the Tennis Court bathrooms to assess their condition | YES |
| | Houghtling/Skerkis/Shoobs | Meet to go over the Recreation Commission and its official duties as per the law | YES Recreation Commission re-worked and new Events committee created - new dynamic is working well and recreation commission is accomplishing a lot in the park |
| 3/12/2024 | Houghtling | Investigate GPS rerouting of trucks on County Rte 5 | YES Houghtling could not find a way to re-route how GPS sends traffic |
| | Houghtling | Prepare a budget amendment for Lamont for next month's bd meeting | YES |
| 4/9/2024 | Skerkis | (read statement by Tipograph) - Look into upgrading the lighting for the Historical Society's office - meet with Steve Powers to discuss this | STILL IN PROGRESS Can Chris as Building Liaison check with LVHS to see if this is still needed? If so, work with Steve Powers on potential funding through NYSERDA programs. |
| | Houghtling | Will send policy changes about HR to the HR attorney to make corrections about sick & personal time | YES |
| 5/14/2024 | Kroboth & Skerkis | Working on bid specs for the tennis court bathroom renovation, will bring to June meeting | YES |
| | Houghtling | Creating a performance management policy committee made up of Tipograph, Robertson, Rasmussen and Sharon Powers | YES |

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| 6/11/2024 | Skerkis | Bleachers for little league that need painting and will get volunteers for that, same with cupola | YES | | We know the process if the TB decides to reduce to 1 Justice from 2 |
| | Houghtling | Will research the process of reducing the number of judges from two to one and report back | YES | | |
| | Powers | Working with Cornell students on hazard mitigation plan for presentation on July 1 | YES | | Ended up not moving forward with this project as employees did not feel it was necessary |
| 7/9/2024 | Skerkis | Get quotes for new doors for next meeting - Dutch doors | YES | | Tipograph recommended staying with 2 Justices for now until court is back up and running smoothly - should revisit this at a later date |
| | Tipograph | Researching if 1 justice would be better than 2 | YES | | |
| | Engineer, supervisor & Powers | Meet with NY State officials about funding for walkable downtown application & then submit to Bd for approval | YES | | |
| 8/13/2024 | Houghtling | Will review the Public Employer Health Emergency Plan and bring it to next month's meeting | YES | | |
| 9/10/2024 | Skerkis | Will send Marcie bid specs for RFQ for doors | YES | | |
| | Skerkis | Would get a cost estimate for park stream reinforcements to stabilize the banks - fabric and riprap | YES | | CSC/Powers looking into potential funding for this |
| 10/8/2024 | Board | will revisit the textmygov proposal at the November meeting | YES | | |
| | Board | Electrical upgrade at Pavilion - projects to go in next year's budget | YES | | |
| 11/12/2026 | Town Clerk | create a resolution for NL Planning Board re County exemptions | UNSURE | | Check with Town Clerk on the progress |
| 12/10/2026 | Powers | Wants to go out for bid for heat pumps, solar panels and battery backup for the Com Ctr - will get bid specs to Town Clerk | YES | | |
| | Supervisor | Will prepare 3 job descriptions for SYP Camp Directors by January meeting | YES | | |

2025

| Meeting Date | Assigned to | What is the task | Complete/Closed |
|--------------|-------------------------------|--|-------------------|
| 1/2/2025 | Joanne & Tistrya | Work on Park Maintenance Superintendent position for letters of interest | YES |
| 1/16/2025 | town board | Will get back to supervisor on whether or not they want to be a PILOT program for the Affordable Housing & Conservation project by January 30 | YES |
| | Tistrya | Will reach out to Jesse Newton to get a status on the skate park | YES |
| | Board | Add the Community Center to the Pavilion Fee Waiver Policy at next meeting | YES |
| | Tistrya | Will check with lawyer on how to have the rec commission fit more in line with what their activities are | YES |
| 2/11/2025 | board | Will research electric service upgrade at pavilion and doing a bid at the March meeting | YES |
| | Tistrya & Paul McCreary | Will meet with state to get approval for the changes to the playground and get the answer hopefully within 4-6 weeks so they can go out to bid | YES |
| 3/11/2025 | Tistrya & Jon Tingley | Create two local law drafts for Firefighter's Exemption and for two Planning board alternates | YES |
| | Tistrya and other supervisors | Four town grant application with Ghent being the applicant for Broadband. All docs to USDA for review. Hope to have broadband to all houses by the fall | STILL IN PROGRESS |
| | Tistrya | FOIL appeal officer - Supervisor will get quote from Tingley to draft a local law about FOIL | YES |
| | Board | Appeal officer - tabled to next meeting | YES |
| | | Revisit in May part-time vs full-time supervisor | |
| | Powers | Purchasing training - Powers will look into if there is a specific timeframe that training needs to be completed and clarifying the Green Purchasing statement in the policy | YES |
| 4/1/2025 | Board | will survey the community about what color to paint the community center | YES |
| 5/13/2025 | Powers | Find out about battery backups at the Community Center and how they will support heat for the building. | YES |

No town action needed - working through a complicated approval process

| | | | IN PROGRESS | If TB wishes to proceed, need to budget for paint in the budget & check that volunteer mural artist is still willing to volunteer time |
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| Board | painting a mural on the Community Ctr building | trees for tribs proposal recommendations after Amlaw met with Joe Zema and Joe Dwileski | tabled | |
| Amlaw | Ask Jon Tingley for a generic template for smaller projects | | YES | |
| Board | wants to get volunteers to paint the trim & doors of the community center white with the town buying the paint and Mr. Finley painting the building shaker blue | | STILL IN PROGRESS | Waiting to be on schedule for Mr. Finley to paint in 2026 - ARPA funds must be spent by 12/31/2026 |
| 6/10/2025 Tistrya | will ask Jon Tingley to find out what needs to be done to enter into a land agreement to have highway material stored in West Lebanon | | YES | |
| 7/8/2025 Tistrya | Skerkis sent a redline version of new performance management policy. Board will table the policy review | | YES | |
| Board | Will create a letter regarding speed enforcement on County Route 9 and send it to the board members for their signatures | | YES | |
| Tistrya | Research how much a level 2 vs 3 charger would cost to put in | | YES | |
| Powers | Will meet with insurance broker about upcoming renewal | | YES | |
| Tistrya & Metzler | Hiring Creighton Manning for design phase of sidewalks | | tabled until September | |
| 8/12/2025 Board | Requested details from Highway Superintendent McCagg about terms needed for a lease for material storage | | tabled for now | |
| 9/9/2025 Tistrya | EV charging | | tabled until Oct 16 meeting | |
| Board | will work on Skerkis proposed policies regarding transparency, meeting recordings and agenda item submission deadlines to identify which committees need to follow open meeting requirements | | YES | |
| Skerkis & Tistrya | Will provide the board with detailed information about proposed work in the park with Joe Dwileski, starting in the fall | | YES | See 10-16-25 minutes |
| Amlaw | | | | |

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| Amlaw | Will get a quote from a mason regarding restoration on the Indian Head Fountain. She wanted to also discuss the spring water issue with the Dept of Health | STILL IN PROGRESS | |
| 10/16/2025 | Tistrya & Pete | tabled for now | |
| Board | Look for someone to take over the old EV charging station | YES | |
| Skerkis | Resolutions - He asked to table the resolution because he is not yet ready for Agenda Submission Policy land Open Meetings Policy Resolutions | CLOSED WITHOUT COMPLETION | Houghtling & Skerkis presented policies and put on the agenda - Skerkis asked to table them at that meeting and never asked for them to be placed back on the agenda |
| 11/13/2025 | Amlaw | STILL IN PROGRESS | Patterson & Houghtling are working on ordering new signs in a smaller size to get posted The food bank does not have the capacity at this time to expand to NL but is still interested when they do - Houghtling will keep in communication with them |
| 12/9/2025 | Tistrya NONE | STILL IN PROGRESS | |

2026

| Meeting Date | Assigned to | What is the task | Complete/Closed |
|--------------|-------------|--|-------------------|
| 1/13/2026 | Powers | EV Charging Station Agreement | YES |
| | Tipograph | Will talk to town employees and see if HR complaints are being handled well or if they need the proposed Board of Investigation. | YES |
| | Tipograph | Will gather questions people had about Town finances and draft a letter to the Office of the State Comptroller | YES |
| | Houghtling | Suggested implementing a training policy going forward | YES |
| 2/10/2026 | Houghtling | Will connect Trina Porte with people working on transportation matters in town | YES |
| 3/10/2026 | Houghtling | Will do grant submission paperwork for the new playground at Shatford. Walk through next week | STILL IN PROGRESS |
| | | Berkshire Fence will repair the fence at Shatford that was damaged by a car accident. | STILL IN PROGRESS |
| | | Patterson is working with the engineer and contractor on the project - Houghtling is doing grant paperwork and reimbursements The park manager has contacted Berkshire Fence and we are on their schedule | |