

TASK LIST – BY MONTH 2021 – 2022

Tasks to be done each month:

1. Post Board meeting notice and agenda at:
 - a. Town clerks' offices – Hebron and Lebanon
 - b. Website
2. Conduct Board meeting – third Wednesday of the month
3. Post the prior month's info on website
 - a. Financial report from Treasurer
 - b. Tax collector's report
 - c. Board meeting minutes

July 2021

1. Review committee structure and propose changes
2. Communications
 - a. Update website with new BOD members and committee chairs, as needed
 - b. Email blast with tax bill reminder

August 2021

1. Lake, Docks and Boats
 - a. Begin planning boat auction for September
2. Beaches and ROWs
 - a. Review brush clearing at beaches and ROWs. Schedule as needed
3. Roads
 - a. Set the schedule and solicit snow plowing contracts if necessary

September 2021

1. Finance
 - a. Review outside accountants' work product if applicable
 - b. Submit annual financial reports to Hebron & Lebanon town clerks by the 28th
 - c. Arrange for records destruction after authorization received from state of CT
2. Lake, Docks and Boats
 - a. Schedule removal of barley straw, if applicable
3. Beaches and ROW's
 - a. Schedule & hire contractor for leaf removal
4. Roads
 - a. Select vendor and execute snow removal contract by Sept. 30
 - b. Review condition of all roads and swales
5. Communications
 - a. Send email reminder about November 1 boat removal deadline
 - b. Order and install signs for Nov 1 boat removal deadline

- c. Renew Zoom subscription

October 2021

1. Lake Management
 - a. Review summer season water reports
2. Beaches and ROWs
 - a. Inspect and schedule plunge pool & other work if needed
 - b. Confirm portable toilet removal for November 1
3. Dam/duck pond
 - a. Remove weir boards and lower lake by _____ inches by Nov. 1
4. Docks and boating
 - a. Remove dock ramps by November 1
 - b. Hire contractor to remove abandoned boats – 1st weekend in November
 - c. Inventory boats w/o stickers
5. Communications
 - a. Send final email reminder about Nov. 1 boat removal deadline

November 2021

1. Lake Health
 - a. Inspect /clean discharge pipe at L33
2. Docks and Boating
 - a. Plan boat auction for spring
3. Beaches and ROWs
 - a. ROW waterfront leaf raking
4. Lebanon Roads
 - a. Fall culvert cleaning
5. Communications
 - a. Set next calendar year meeting dates and confirm clubhouse availability. (check November and December dates to avoid holidays)
 - b. Remove outdated and unwanted material from bulletin boards at Main & Lollipop
 - c. Email blast – snow removal and parking reminders

December 2021

1. Finance
 - a. Property tax bills due January 1
 - b. Review vendor list in advance of sending out 1099 forms in January
2. Communications
 - a. Post next year meeting dates on website
 - b. Post tax bill reminder on website
 - c. Email blast with tax bill reminder (2x)

January 2022

1. Review goals and objectives for next fiscal year
2. Finance
 - a. Send out 1099 forms

February 2022

1. All Committee chairs – submit budgets to Finance by the 28th
2. Discuss procedures/parameters for preparing budgets
3. Finance – review status of hardware and software – propose changes, if needed
4. Beaches and ROWs
 - a. Grass cutting contract
 - b. Discuss bench/boat rack/dock issues
5. Security
 - a. Review security, gate closing issues
6. Communications
 - a. Discuss content and solicit ideas for annual newsletter
 - b. Review website for overall presentation and discuss changes

March 2022

1. Finance - Discuss 1st draft of next FY budget
2. Lake Management
 - a. Decide if fish restocking
 - b. Order and approve barley straw. Execute barley straw plan by April 1.
 - c. Discuss water testing schedule and decide on collectors and testers
 - d. Weir boards put back in place by March 15
3. Duck pond/dam
 - a. Review maintenance plan
4. Docks and boating
 - a. Discuss dock rental fees
 - b. Hire dock coordinator and plan lottery for April
 - c. Confirm boat inspectors
 - d. Schedule dock installation for 1st Saturday in April
5. Beaches and ROW's
 - a. Review maintenance plan & schedule spring cleanup
 - b. Discuss proposals received and select grass cutting vendor
 - c. Review plunge pool maintenance
 - d. Discuss boat racks and benches – condition, number, placement
 - e. Hire contractor for portable toilets for April 1 installation
 - f. Shed maintenance, if necessary
6. Security
 - a. Discuss process and order lake passes
 - b. Hiring for beach pass checkers and set schedule
 - c. Hire gate opener/closer
7. Roads
 - a. Evaluate roads and propose repairs, if needed
 - b. Propose road budget for next fiscal year
8. Communications
 - a. Send out email blast regarding fertilizer
 - b. Send out reminder about dog/smoking restrictions on ALD property
 - c. Review signage for repairs or replacement

- d. Recruitment email and/or event for prospective board members

April 2022

1. Conduct walkaround of all ALD properties & prepare report of repairs needed
2. Review Annual Meeting plans and draft agenda by May 1
3. Finance – Discuss next FY budget and final adjustments needed, if any
4. Security
 - a. Finalize dates for pass distribution
5. Lake Management
 - a. Reposition sunken island markers, if necessary
 - b. Dock lottery April, 2022
6. Lebanon Roads
 - a. Spring culvert cleaning
7. Communications
 - a. Turn in content by April 1, review newsletter draft and finalize
 - b. Beach pass distribution schedule posted by May 15th
 - c. Annual meeting signs ordered

May 2022

1. Lake Health
 - a. Inspect /clean discharge pipe at L33
2. Finance – accounting firm hired for year-end review (every other year)
3. Beaches and ROWs
 - b. Hire individual to spray poison ivy as soon as leaves appear
4. Communications
 - a. Post proposed budget on website
 - b. Annual meeting signs set up
 - c. Annual meeting Saturday May 21, 10 a.m. – send out notice and agenda
 - d. Get newsletter printed in time to hand out at lake pass distribution
 - e. Distribute passes and newsletter

June 2022

1. Review results of annual meeting and elections
2. Review storage needs and renew storage unit rental
3. Finance
 - a. Mail property tax bills
 - b. Review storage needs and renew storage unit rental
 - c. Inventory records to be destroyed and send Form RC075 “Authorization to Destroy Records” to CT Administrator of Public Records
4. Finance – property tax bills mailed out
5. Communications
 - a. Update website with newly elected Board members, officers, and approved budget