

ITEM	SUB ITEM	ACTION LIST	TIMELINE	OWNER/DEPENDENCY	PROGRESS
1		<b>Green Initiative</b>	<b>2025</b>		
	a	Define vision of the initiative by establishing a Green Mission Statement	Q1 25	FS	Completed. Mission Statement has been created and will be shared with the Staff at the next Staff meeting. 1/30/2025
	b	Create a Green Team to lead the charge internally to engage staff to assist in establishing a green culture	Q1 25	FS	Team will be a combination of the Sustainability Committee and members of other boards and commissions. Appointments will be made at one of the May BoS meetings.
	c	Assess current environment to understand potential need and impact to create a Sustainability Working Plan	Q2 25	FS/Consultant	Assessment is ongoing as we work through the different sections of the plan. I would expect the plan to be constantly evolving from year to year.
	d	Decide on sustainability initiatives by prioritizing based on impact, effort, cost and feasibility	Q3 25	BoS	Initiatives are being driven by the application for Bronze status with Sustainable CT. One that is reached, initiatives will be reset based on achievement of the Silver level.
	e	Communicate plans, goals and objectives to stakeholders and define roles and responsibilities of the working plan	Q3 25	FS	All department heads are aware of the efforts and many are working on specific sections the Sustainable CT plan.
	f	Create time line to begin action steps established by the working plan	Q3 25	FS	Time line began in late spring and is expected to run until Spring of 2026 when full application is made.
	g	Manage, measure and evaluate the working plan	Ongoing	FS/Consultant	

2		<b>Obtain Sustainable CT Bronze Certification</b>	<b>2025</b>		
	a	1.1.1 -Complete the Sustainable CT Equity Toolkit in its entirety for any Sustainable CT action of your choice. You must have completed the Equity Toolkit process in the last three years to be eligible for points.	Q1 25	CAO/Sus Comm	Process has begun with initial meeting with Sustainable CT staff and the forming of a Sustainability Committee. Will be working directly with SCT staff to organize next steps and create formal action plan.
	b	9.1.1 a - Identify the town's staff member(s) responsible for collecting data on municipal solid waste and recycling and reporting that data to the CT DEEP. Ensure that your municipality is up to date with submitting the annual Municipal Recycling Report to DEEP	Q1 25	CAO/HR	Staff members have been identified (Miller, Gabianelli, Hartshorn, Caruso and Strumello). Main reporting is done by Dee Caruso. Reporting is done on a quarterly basis. Seymour is compliant through the end of 2024. First quarter of 2025 report is in process and will be submitted to the state before the end April.
	c	12.1.1a - Designate a municipal employee, elected leader, other individual officially designated by the municipality to serve as the liaison for homeless services in your municipality.	Q1 25	CAO/Sus Comm	CAO Miller will serve in this capacity until it is determined what actual needs are. At that point, the responsibility could be re-assigned to a different person. Appointment will be in May with the establishment of the Green Team. Working with David Morgan at TEAM to determine next steps and possible specific action items.
	d	6.1.2 - Have at least one municipal elected official and/or staff member and/or members of relevant commissions participate in a Complete Streets training. The training must have taken place in the last three years.	Q1 25	CAO/Sus Comm	Working with Smart Growth American on setting up the 7 unit web training. Total training is 5.5 hours. Moving timeline completion target to Q4 25 due to course availability.
	e	10.1.1 - Form an actively engaged local or regional Food Policy Council or Food Alliance, Coalition, or Commission. The committee must be active and meet at least annually.	Q2 25	CAO/Sus Comm	Group has been created and is being chaired by the First Selectwoman. Group is working on a meeting schedule and a charge.
	f	2.1.1 - Create a municipal or regional brownfields inventory. For an additional 5 points, create a map of the brownfield sites within your community, either by marking up an existing municipal map manually, or by using an electronic Geographic Information System (GIS) base map.	Q3 25	CAO/NVCOG	
	g	3.1.1 a - Sponsor or host a program to educate residents and business owners in your community about the value of watersheds and the importance of protecting and restoring them.	Q3 25	CAO/NVCOG	
	h	5.6.1 b - Create and make available an online checklist detailing the required permit(s), submittals, and steps of your community's solar permitting process.	Q3 25	CAO/Land Use	Code Enforcement is working on this and is expected to have completed by end of September 2025

	i	7.1.1 - Track Energy Use in Municipal and Board of Education Buildings: Maintain current data in ENERGY STAR Portfolio Manager account for all of the municipal and Board of Education buildings listed in the action as defined by ENERGY STAR. You must have at least two full years of benchmarking data within the past three years.	Q3 25	Operations Department	
	j	11.1.1 - Create a housing committee with diverse membership, ideally reflective of the demographics of your community and regions. The committee must be active and meet at least annually.	Q3 25	BoS	
	k	4.1.2 - Update and maintain the municipal profile on the CTVisit website. On the CTVisit Website, link relevant social media platforms for your city or town (like Facebook, Instagram, Twitter, Pinterest, YouTube). Your CTVisit site may not be utilized to satisfy your cultural asset map. Maintain the content, images, and functioning links periodically and provide the date that your CTVisit profile was most recently updated.	Q4 25	CAO/Sus Comm	
	l	13.1.1 - Implement a sustainability action not listed on the Sustainable CT actions list. You may submit up to two innovation actions per certification cycle. Innovation actions must have been completed or implemented in the last three years.	Q4 25	CAO/Sus Comm	
	m	8.1 Hold a Sustainability Event	Q4 25	CAO/Sus Comm	
3		<b>Improve Cybersecurity Profile</b>	<b>2025</b>		
	a	Solicit bids for Cybersecurity Audit to improve overall safety of town records	Q1 25	IT/CAO	Initial conversations have been had about goals and potential scope. Creation of bid specs is currently being worked on.
	b	Utilize cyber insurance provider's email phishing campaigns	Q1 25	IT/HR	Program implemented and is actively in use. Also doing dark web monitoring for compromised credentials.
	c	Conduct End User Cybersecurity Refresher in conjunction with HR	Q2 25	IT/HR	Starting process to coordinate between IT and HR
	d	Upgrade Shared Firewall	Q3 25	IT	Process completed early due to funding availability
	e	Complete MFA for all users	Q4 25	IT	Currently in process. Town employees expected to be completed by Summer of 2025. BoE employees expected to be completed by Fall of 2025. Was able to start early due to funding availability.
4		<b>Expand Online Access for Town Residents to Services</b>	<b>2025</b>		
	a	Take inventory of what services are currently offered online	Q1 25	IT/Various Dept. Head	IT has completed list of all current residentail services offered on line
	b	Explore what further services we can offer utilizing existing agreements	Q1 25	IT/Various Dept. Head	Department heads are speaking with vendors and peers to discuss best practices and to understand available options for review.
	c	Implementation of any expanded online service offerings	Q2 25	IT/Various Dept. Head	Town Clerk - Phase 1 of the e-recording for all back end operations upgrades have been completed. Phase 2 is underway. It will be completed by May. Will address resident facing functions. Tax Assessor - kiosk installed for resident use to access property cards. Tax Collector - looking at electronic payments for Tax Collector. Targeting summer launch. Building Department - Launch of new online permitting process has been completed. Finance - in final phase of the new online budget software. Transfer station - excepting electronic payments. Misc- completed security camera upgrades. Completed Duo multifactor auth. for logging into domain controlers and servers.
	d	Communication to Community Stakeholders about expanded offerings	Q3 25	IT/Various Dept. Head	
	e	Use of bar code technology to improve resident facing activities for the Town Clerk and Tax Collectors offices	Q3 25	IT/Various Dept. Head	

5		<b>Finance Department</b>	<b>2025</b>		
	a	Update policies and procedures manual. Review and update annually	Q2 25	Finance	
	b	Implement a standardized chart of accounts for all departments	Q2 25	Finance	Completed and in use
	c	Earn GFOA recognition for Distinguished Budget Presentation Award program	Q3 25	Finance	Due to constraints with new software, award will be targeted with the FY 27 budget
	d	Expand shared services with the BOE	Q4 25	Finance/BoE	Working on getting initial meetings set up. Things delayed due to BoE availability over the summer.
6		<b>Expansion of Senior Programming - Evening &amp; Weekends</b>	<b>2025</b>		
	a	Begin outreach to working seniors to assess programming needs.	Q2 25	CS/LC/MA	
	b	Promote Programs Via Social Media, Email System and evening open house	Q3 25	CS/FS	
	c	Pilot Additional affordable Evening Programs for Senior Center Members	Q4 25	Community Services	
	d	Expand evening offerings based on feedback	Q4 25	Community Services	
	e	Monitor Attendance Trends and adjust Schedules/programs	Q4 25	Community Services	
7		<b>Afterschool Program Optimization</b>	<b>2025</b>		
	a	Conduct a feasibility study to determine whether maintaining programs at both schools is sustainable.	Q3 25	Community Services/BoE	
	b	Explore the option of transporting students from one school to the other when enrollment is low, using the community center bus	Q3 25	Community Services/BoE	
	c	Implement a trial transportation plan to streamline afterschool programming during periods of low enrollment at one site.	Q3 25	Community Services/BoE	
	d	Monitor program attendance and transportation logistics. Adjust routes, timing, and operations as needed	Q3 25	Community Services/BoE	
	e	Begin promoting the centralized afterschool program to families if the transportation model proves effective.	Q4 25	Community Services/BoE	
8		<b>Community Collaboration - School District</b>	<b>2025</b>		
	a	Meet with school district officials to modify space-sharing agreements	Q3/25	Community Services/BoE	
	b	Identify available space that may be under utilized	Q3/25	Community Services/BoE	
	c	Research joint programs to better serve residents	Q4/25	Community Services/BoE	
	d	Expand Partnerships with schools	Q4/25	Community Services/BoE	
9		<b>Tier 2 Accreditation</b>	<b>2025</b>		
	a	Policy Rewrite	Q4 22	Chief/Deputy Chief	Completed
	b	Tier 1 Accreditation	Q4 23	Chief	Completed
	c	On Site	Q4 24	Chief/Deputy Chief	Postponed until 2025 - Per POSTC Hope is to have on site visit by summer 2025
	d	Tier 2 Accreditation	Q4 25	Chief/Deputy Chief	Accreditation target is mid September 2025
10		<b>Dispatch Transition</b>	<b>2025</b>		
	a.	Selection of Center	Q4 24	Communications	In progress - meeting to decide
	b.	Funding approval	Q3 25	Communications	Need to address increase in cost for providing dispatch services
	c.	State Approval	Q1 26	Communications	
	d.	Final Transition	Q2 26	Chief/DC	
11		<b>Automated Speed Enforcement</b>	<b>2025</b>		

	a.	Need Assessment	Q4 24	Chief	Completed
	b.	Ordinance	Q1 25	BOS/Chief	Ordinance approved. In mandatory waiting period.
	c.	Site Selection	Q2 25	Chief/DC/Admin Sgt	Selection of impacted areas for automated enforcement
	d.	Site Preparation	Q3 25	DPW/ Chief	Implementation of correct signage in compliance with MUTCD
	e.	Vendor Selection	Q3 25	Chief	Selection of vendor
	f.	Implementation	Q4 25	Chief/DC/Admin Sgt	Implementation of program
12		Prepare for new OSHA rule changes to 1910.156	2025		
	a	Gather information and hours	Q2 25	BOC	Data collection is ongoing. Organization of files to understand why things currently stand and what action steps are needed
	b	Create New policies	Q3 25	BOFC	
	c	Propose funding	Q3 25	BOS,BOF	
	d	Ordinance/Charter change if needed	Q3 25	BOS, Town Council	
13		Website Refresh	2025		
	a	Perform a content audit - review all webpages for outdated information, duplicate content, irrelevant keywords, and broken links	Q1 25	Dept Heads/IT	Ongoing. Working through page by page.
	a.1	Identify and update outdated content with fresh information	Q1 25	Dept Heads/IT	Ongoing. Working through page by page.
	a.2	Consolidate duplicate content pages, redirecting to the most relevant one	Q1 25	IT/CAO	Ongoing. Working through page by page.
	a.3	Remove unnecessary or low-value content	Q1 25	IT/CAO	Ongoing. Working through page by page.
	a.4	Run site wide broken link checker and fix or remove broken links	Q1 25	IT/CAO	Ongoing. Working through page by page.
	a.5	Optimize meta descriptions and page titles for SEO relevance	Q2 25	IT/CAO	Ongoing. Working through page by page.
	a.6	Categorize tasks based on urgency and impact on user experience	Q1 25	IT/CAO	List being created based on initial findings.
	b	Technical Optimization - analyze website performance and address technical issues impacting loading speed and user experience		IT/CAO	IT working with Host provider to make sure load is being balanced.
	b.1	Use website speed testing tools	Q2 25	IT/CAO	IT working with Host provider to make sure regular testing is done and website is at optimal speed.
	b.2	Optimize image sizes and formats for faster loading	Q2 25	IT/CAO	IT working with Host provide on this.
	b.3	Enable browser caching	Q2 25	IT/CAO	No longer needed and has been out moded by current technology.
	b.5	Review server configuration for optimal performance	Q2 25	IT/CAO	Service has been virtualized and is running on AWS Cloud
	c	Design and User Experience - evaluate website design consistency, navigation clarity and overall user experience	Q3 25	IT/CAO	
	c.1	Review site navigation structure for intuitiveness	Q3 25	IT/CAO	
	c..2	Update outdated design elements	Q3 25	IT/CAO	
	c.3	Ensure responsive design across devices	Q3 25	IT/CAO	
	c.4	Conduct user testing to identify usability issues	Q3 25	IT/CAO	
	d	SEO Optimization - analyze website structure and content for SEO best practices	Q3 25	IT/CAO	
	d.1	Update website sitemap	Q3 25	IT/CAO	
	d.2	Optimize meta descriptions and title tags for relevant keywords	Q3 25	IT/CAO	
	d.3	Check for canonicalization issues	Q3 25	IT/CAO	
	d.4	Review internal linking structure	Q3 25	IT/CAO	
	e	Security Review - assess website security measures and address potential vulnerabilities	Q1 25	IT/CAO	Assessment done, not vulnerabilites found.
	e.1	Ensure SSL certificates are up to date	Q1 25	IT/CAO	Assesment done, all certifications are up to date.
	e.2	Regularly scan for malware and security threats	Q1 25	IT/CAO	Assessment done and all up to date.
	e.3	Update website software and plugins to latest versions	Q1 25	IT/CAO	Working with host vendor to stay current with latest version.

	f	Continuously monitor website performance and user feedback to identify areas for further improvement	Ongoing	IT/CAO	Constantly done and will be actively managed going forward.
14		<b>WPCA Future Functional Analysis</b>	<b>2025</b>		
	a	Development and establishment of a Wastewater Facilities Plan	Q3 25	Town Engineer	Process has begun. Jim Galligan is doing the work.
	b	Review of all overall operations of the WPCA plant, including staffing costs	Q2 25	Town Engineer/CAO	Review is ongoing. Study is being done concurrent with Facilities Plan.
	c	Review of the existing budget including cash reserves	Q2 25	Finance/CAO	Review Completed
	d	Review of the existing bill practices and the outstanding receivables	Q2 25	Finance/CAO	WPCA is working with Finance and BoS exploring a potential lien sale to clean up outstanding receivables
	e	Creation of a next steps plan to establish specific actions to address concerns identified in actions a-d	Q4 25	Town Engineer/CAO	
	f	Review and analyze the potential impact of new development on the existing system capacity	Q4 25	Town Engineer	
	g	Analysis of current rates and creation of future rate model keeping existing management structure vs. establishing new management structure	Q4 25	Town Engineer/CAO	
	h	Review current regulations and keep up to date on upcoming regulations to ensure the plant can keep up with the needs of clean water regulations.	Q4 25	Town Engineer/FS	
	i	Create and update a Compliance Calendar to ensure permits, reports, licenses, and inspections are updated as required.	Q4 25	Town Engineer/FS	