

FY 2013 BoS Goals and Projects
Adopted November 3, 2012

Goals

All citizens will be accorded respect, courtesy, and fair due process by Town employees and members of all boards and commissions dealing with the public. Policies will be created for key government functions, based upon generally accepted practices throughout the Commonwealth.

Promote transparency in town government. Continue to provide information about town government, including related documents (e.g. minutes, bylaws, contracts), on town's website.

Expand the communication channels among the BoS, department heads and boards/commissions - by instituting formal quarterly meetings with department heads and meetings at least semi-annually with all boards. Liaisons should meet with department heads on a monthly basis. Expand communication channels among the selectmen, keeping all members informed.

Reinforce a high level of accountability flowing down from the BoS to the departments by creating overall goals for the town government and flowing specific contributing objectives and priorities to the department heads. Performance reviews will be based upon an accounting of actual performance against the agreed-upon objectives and priorities. Refine performance tool.

Formalize a personnel and capital resource planning activity in order to effectively prioritize potential personnel additions, infrastructure requirements, capital equipment purchases, and other large discretionary acquisitions such as land purchases in an environment of limited and possibly shrinking resources. This will require department heads, boards and commissions to carefully forecast personnel, infrastructure, capital, and real property needs and priorities. These individual forecasts will be integrated and prioritized from a town-wide perspective in order to constitute comprehensive five-year and ten-year plans that will form the basis for effective town meeting actions.

Establish several realistic goals and participate in regional and statewide municipal organizations working toward improvements in local revenue distributions, effective development policies, regional management of emergency services, affordable housing policies and other resource management issues. Review potential for consolidation of services within the town.

Goal / Project	BoS Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed	Notes
<i>Annual Goals Workshop</i>	<i>BoS Chair</i>	<i>BoS/TA</i>			<i>Annually in September</i>				
Appreciation Event	Vince Amoroso	BoS			Annually in September	Fun time for volunteers and staff			BBQ @ Town Hall... Increase budget to \$750... cookies and brownies for dessert (no cake)
Information Technology (VoIP, WAN, Cable)	Les Fox	Network/IT Coordinator/BITcom/TA		ongoing	Winter 12-13	Implementation of VoIP at Town Hall, Police, Fire & DPW	BoS will discuss funding at meeting on 11/19/12.		Seeking to procure services in late Nov/early Dec 2012.
						Upgrading of cable system			
						Migration to new improved website			
Capital Plan	BLF/Raid Suleiman	Dilip Subramanyam, Gary Kushner, Treasurer, Accountant, TA		ongoing		Excel linked spreadsheet by years and departments in detail, including annual debt service	Ongoing process.		Plan is a living document, continually updated.
5-Year Personnel Plan	BoS liaisons to dept. heads	Primary dept heads				Comprehensive town-wide integrated plan of personnel resource utilization	Ongoing as part of budgeting process		This should be a fluid document to be reviewed annually.

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Fire Cistern replacement	Frank Powers	Fire Chief				Master cistern plan to be included in comprehensive capital plan	Analysis ongoing. Cisterns are noted in capital plan, but have not been "scheduled" for any particular years		F. Powers will follow up with Chief on status.
Town Hall Improvements	Raid Suleiman	DPW Director/TA/BICAO				Scrape/paint exterior of older section of Town Hall	Re-bid painting in spring 2013		May include Steele Farm barn in procurement... and look at option of removing clapboards and replacing with pre-primed and painted clapboards.
						Replace Grange Meeting Room floor			Need to coordinate with cable improvements
						Foundation and paving improvements			Need to be coordinated with one another... Awaiting input from "professionals"
LEPC/Emergency Mgt	Frank Powers				Ongoing	Updated CEMP, meetings on standard basis	July 2009 - received preliminary LEPC certification. Still awaiting final approval.		F. Powers will follow up with dept. on status.
						Explore feasibility of emergency generator at Gulf station			F. Powers will follow up with Chief White
						Emergency preparedness guide for residents			F. Powers will seek input from Elect. Inspector and LELWD on responsibilities of residents vs. utility co... Work with LEPC to put info brochure together for distro and posting on website.
Master Plan Update	BoS				Revised Master Plan, including Open Space and Rec Plan and updated build-out analysis			L. Fox will follow-up. Planning Board in process of hiring a consultant.	
Collective Bargaining Agreements Dispatch, Fire and Police CBU's	Les Fox/Frank Powers					Executed CBAs			BoS has negotiated and ratified. Awaiting Town Meeting action on 1/7/13
Explore and Evaluate Alternative Health Insurance Providers	Bob Stemple	TA & Treasurer		Nov. 2012	Feb. 2013	Data regarding potential alternate providers/plans			When plan design changes were considered for FY 13, it was agreed that town would look at options for other health ins providers. TA has explored with MIA, who will not provide quote, citing demographics and claims
Department Head Negotiations	BoS liaisons to dept. heads			Various (see notes)	Various	Negotiated contract and salary	Salary survey completed in Feb. 2012. Salaries to be negotiated for FY 14. Contracts up-to-date. BoS must notify TA by 12/31 of intent to negotiate successor agreement.		For successor agreements, must notify as follows: TA by 12/30/12; Police & Fire Chiefs by 12/30/13 & DPW Director by 3/30/14.

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Department Head Reviews	BoS				Annually in March		FY 12 completed for Police & Fire Chiefs, but not for DPW Dir & TA		
Water Exploration	Raid Suleiman					Amendment of Acton Water District enabling legislation	Amended legislation has been enacted.	2012	
						Protection of potential water sources			Initiate dialog with HSCand LELWD.
OPEB - GASB 45	BoS	BoS, FinCom, Treasurer, Mid Ret		ongoing		Plan to fund future benefits	Actuarial Study was updated in FY 2012. ATM (May 2012) authorized appropriation to start funding the liability.		
Regional Dispatch	Bob Stemple	TA, Police Chief, Fire Chief		ongoing	March 2013	Feasibility study	Consultant will begin on 12/3 with a public forum to be held at BoS meeting.		Study feasibility of RECC with Littleton
Regional Transfer Station	Vince Amoroso	TA, DPW Director				Access to some number of residents from Stow if feasible			V. Amoroso will meet with DPW Dir. to examine feasibility and costs/benefits...
Disposition of Tax Title Properties	Raid Suleiman	TA, Town Treasurer		Fall 2011		Possible revenue to town			Continue to review properties and determine next steps (auction... transfer to another town entity)
Stow Road Task Force	Les Fox			Fall 2011	June 2013	Develop a plan for moving forward with aff housing project	SRCDC establishing framework to issue an RFP		Stow Road Concept Development Committee was established to develop plan for use of property
Outreach to Public on Town Services	Bob Stemple & Frank Powers					Comprehensive plan for communication to residents on town matters, including how to sign up for Code Red and Nixle and expansion of website.			
<i>Establishment of code of conduct/values amd statement of ethics</i>	<i>Bob Stemple & Raid Suleiman</i>					<i>Code of conduct, ethics for BoS and town boards (and employees)</i>			

Additions in bold italics.