

FY 2014 BoS Goals and Projects

Status at April 14, 2014

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 at April 14, 2014	Date Completed	Notes
Annual Goals Workshop	BoS Chair	BoS/TA			Annually in September; status of goals to be reviewed quarterly		<i>Did not meet first quarterly review. Other pressing business filled BoS agendas; traveling members (all selectmen to be present when discussed)</i>		
Appreciation Event	Vince Amoroso	BoS			Annually in September	Fun time for volunteers and staff			<i>Would like to determine why attendance has dropped and work to increase. After May 2014 ATM, brainstorm ideas to increase attendance.</i>

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Information Technology (IT (incl WAN), VoIP, Cable)	Les Fox	Les Fox/Dept. heads		ongoing		Immediate needs and long-term strategy for networks (including servers), email, desktops, security, licensing and cable	Contracted service with Guardian Info Systems. Migration of TH & DPW users onto new server almost complete. BPD to be moved in near term. XP desktops and laptops to be replaced in two phases - 1/2 in spring; 1/2 in early summer. New email domain.		For at least the short term, have hired consultant on time and materials basis. Long-term plan may be a hybrid approach utilizing services of consultant as well as in-house support.
Information Technology (IT (incl WAN), VoIP, Cable)		Les Fox/TA				VoIP maintenance and support	Still to be addressed		May be considered as part of complete IT support
						Upgrading of cable system	Working with Littleton Cable on possible contract-for-services		In-house or consultant?
		Les Fox, Town Clerk, Town Assessor and TA			04/01/14	Design and implementation of new improved website	New site rolled out on March 31. Work-in-progress.	3/31/14	VTS hired in October 2013. BoS want commitment on April 1 go-live date
Capital Plan	FinCom	Dilip Subramanyam, Gary Kushner, Treasurer, Accountant, TA		ongoing		Excel linked spreadsheet by years and departments in detail, including annual debt service	Ongoing		Plan is a living document, continually updated.
Capital Asset Management Plan		Inspector of Buildings		now		Narrative describing each of the assets, the life cycle and current overall status of the town's infrastructure as well as plans for managing the replacement/repair of those assets	Ongoing. Building Inspector to provide update to BoS before 6/30.		Should feed into Capital Plan. To be updated by BI and reviewed semi-annually with BoS
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.
Fire Cistern replacement	Jim Gorman	Fire Chief				Master cistern plan to be included in capital asset management plan			Cisterns are noted in capital plan, but have not been "scheduled" for any particular years. J. Gorman will follow up with Chief on status of inspections.

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Town Hall Improvements	Raid Suleiman	BI/DPW Director/TA				Replace Grange Meeting Room floor	<i>To be completed with rest of GMR improvements</i>		
						Drop ceiling - replace	<i>Funding req for ATM - possibly pull if CPA approved</i>		Examine and recommend repair/replacement
						Grange meeting room stage	<i>Funding req for ATM - possibly pull if CPA approved</i>		Determine feasibility of making ADA compliant
						Foundation and paving improvements	<i>Funding req for ATM</i>		BI and DPW Director are working on plan. Funding will be sought in FY 15 for paving and re-grading
LEPC/Emergency Mgt	Jim Gorman				Ongoing	Updated CEMP, meetings on standard basis	<i>Chief has verbal agreement on cooling center.</i>		<i>July 2009 - received preliminary LEPC certification. Still awaiting final approval. J. Gorman will follow up with Chief White. Chief should confirm use of HI as cooling center.</i>
						Blanchard to serve as emergency shelter	<i>Generator installation complete. Project close-out scheduled for 4/15</i>		
						Emergency preparedness guide for residents			<i>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.</i>
Master Plan Update	BoS			Spring 2014 (OSRP & build-out)	Revised Master Plan, including Open Space and Rec Plan and updated build-out analysis	<i>Consultant hired to complete open space & rec plan. Funding req for ATM for balance of MP</i>		<i>Public workshops held in Oct 2013 on Open Space & Rec Plan and updated build-out analysis.</i>	
Economic Development	Les Fox	Les Fox/TA/Planner						Couple of meetings have been held with Littleton and Westford to discuss local initiatives. Next mtg 4/28	Need to determine town's appetite for development...
Collective Bargaining Agreements Dispatch, Fire and Police CBU's	Vince Amoroso/Les Fox					Executed CBAs	<i>Dispatch & Fire complete. Reached mediated settlement with Police in Sept. Final wording agreed in Feb. 2014. Funding request at STM</i>	<i>ATM 2013 (Dispatch & Fire)</i>	

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Department Head Negotiations	Amoroso & Fox (PC) Amoroso & Gorman (FC) Fox & Stemple (DPW)			January 2014	Various	Negotiated contract and salary	<i>Negotiations completed with Police Chief. Almost completed with Fire Chief and DPW Dir.</i>		<i>TA contract negotiated through Sept. 2016. TA will notify Police & Fire Chiefs & DPW Director of Board's intent to negotiate successor agreements.</i>
Department Head Reviews	BoS				January 15, 2014				
Water Exploration	Raid Suleiman/Vince Amoroso					Protection of potential water sources			<i>BoH disbanded WRC in 2013. Vince to reach out to Frank Hubley to determine interest in spearheading effort.</i>
OPEB - GASB 45	BoS	BoS, FinCom, Treasurer		ongoing		Plan to fund future benefits	<i>Funding req for ATM for updated study (required ev 3 yrs). Req for ATM to transfer another 100k to OPEB Trust</i>		<i>Actuarial Study was updated in FY 2012. Token amounts appropriated in May 2012 (\$75k) and May 2013 (\$100k) to start funding the liability.</i>
Regional Transfer Station	Vince Amoroso	TA, DPW Director				Access to some number of residents from Stow if feasible			<i>V. Amoroso will meet with DPW Dir. to examine feasibility and costs/benefits...Although originally proposed by Stow selectma, no further discussion held after initial.</i>
Disposition of Tax Title Properties	Raid Suleiman	TA, Town Treasurer		Fall 2011		Possible revenue to town			<i>Continue to review properties and determine next steps (auction... transfer to another town entity)</i>
Stow Road Task Force	Les Fox			Fall 2011	2014	Develop a plan for moving forward with aff housing project	<i>Draft RFP has been prepared. Still in revision phase.</i>		<i>SRCDC looking at design options for property</i>
Outreach to Public on Town Services	Bob Stemple & ?					Comprehensive plan for communication to residents on town matters, including how to sign up for Code Red and Nixle and expansion of website.			
Establishment of code of conduct/values and statement of ethics	Bob Stemple & Raid Suleiman				January 2014	Code of conduct, ethics for BoS and town boards (and employees)			