

**FY 2015 BoS Goals and Projects  
Status at December 15, 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.

<i>Goal / Project</i>	<i>BoS Team Leader/Liaison</i>	<i>Team Members</i>	<i>Priority</i>	<i>Start Date</i>	<i>Target Date</i>	<i>Deliverables</i>	<i>Status</i>	<i>Date Completed</i>	<i>Notes</i>
Annual Goals Workshop	BoS Chair	BoS/TA			Annually in September; status of goals to be reviewed quarterly		<i>Status Review 12/15/14</i>		
Appreciation Event	Vince Amoroso	BoS			Annually in September	Fun time for volunteers and staff	<i>Holiday greetings from BoS sent to all staff 12/11/14</i>		<i>Consider alternative means to show appreciation to town staff</i>

**FY 2015 BoS Goals and Projects  
Status at December 15, 2014**

<b>Goal / Project</b>	<b>BoS Team Leader/Liaison</b>	<b>Team Members</b>	<b>Priority</b>	<b>Start Date</b>	<b>Target Date</b>	<b>Deliverables</b>	<b>Status</b>	<b>Date Completed</b>	<b>Notes</b>
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.	<i>Ongoing</i>		<i>In preparation for FY 17, review steady-state operations, closely monitor issues and costs to repair &amp; determine best approach forward (consultant, employee or hybrid)</i>
						Training session for staff on trouble-shooting common problems.	<i>Guardian has been asked to arrange</i>		
						VoIP maintenance and support	<i>Ongoing</i>		<i>Consider as part of complete IT support</i>
		Les Fox/TA			Upgrading of cable system			<i>Work with Littleton Cable on possible contract-for-services</i>	
		Les Fox, Town Clerk, Town Assessor and TA			Ongoing improvements, including more on-line forms, applications, on-line payments	<i>Ongoing</i>			
Capital Asset Management Plan	Jim Gorman	Inspector of Buildings				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. Should also include Inventory of town roads, with condition, anticipated useful life, repair schedule and potential funding for those	<i>Ongoing - meeting with FinCom members T. Kail and D. Subramanyam scheduled for 12/18</i>		<i>To be updated by BI and reviewed semi-annually with BoS. Should feed into Capital Plan. TA will coordinate with Fin Com, BI and Selectman Jim Gorman on bringing forward a comprehensive capital plan.</i>
Capital Plan	FinCom	Ted Kail				Excel linked spreadsheet by years and departments in detail, including annual debt service			<i>To tie together with capital asset mgt plan, perhaps an addl column could be added to provide description of each item and how it is used.</i>
5-Year Personnel Plan	BoS liaisons to dept. heads	Primary dept. heads				Comprehensive town-wide integrated plan of personnel resource utilization			<i>This should be a fluid document to be reviewed annually.</i>
Fire Cistern replacement	Jim Gorman	Fire Chief				Master cistern plan to be included in capital asset management plan	<i>Checked annually</i>		<i>Cisterns are noted in capital plan. They are checked annually; all are in good shape.</i>

**FY 2015 BoS Goals and Projects  
Status at December 15, 2014**

<b>Goal / Project</b>	<b>BoS Team Leader/Liaison</b>	<b>Team Members</b>	<b>Priority</b>	<b>Start Date</b>	<b>Target Date</b>	<b>Deliverables</b>	<b>Status</b>	<b>Date Completed</b>	<b>Notes</b>
Town Hall Improvements	Susan Bak	BI/DPW Director/TA				Replace Grange Meeting Room floor			<i>To be completed with rest of GMR improvement.</i>
						Drop ceiling - replace	<i>Will present to CPC for recommendation &amp; funding request to Town Mtg.</i>		<i>Examine and recommend repair/replacement</i>
						Grange meeting room stage			<i>Determine feasibility of making ADA compliant... Review town's storage needs and alternative space for storage.</i>
						Foundation and paving improvements (T Hall, DPW and Hist museum)	<i>Work substantially completed. Some tweaks to grading and darinage still needed</i>		
Historical Museum Basement	Jim Gorman	BI/ Hist Comm/TA/Town Clerk				Plan for possible storage use	<i>DPW has cleared out basement. RFT for new furnace to be reviewed by BoS and FinCom 12/15</i>		<i>BI to review condition of facility, particularly with respect to dampness issue, and determine if feasible location for storage of records, etc.</i>
LEPC/Emergency Mgt	Jim Gorman				Ongoing	Updated CEMP, semi-annual meetings			<i>Fire Chief to follow up with Holiday Inn annually in May regarding use as a cooling center</i>
						Blanchard to serve as emergency shelter			<i>Protocols should be put in place for utilization as an emergency center. Chiefs should have key(s) to the facility.</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			Fall 2014	Dec. 2015	Revised Master Plan	<i>Vsioning Forum held 11/19. BoS to review vision statement on 12/15. Planning Board to vote on adoption. MPUC will hold next mtg on 1/13/15.</i>		<i>Economic development and transportation needs important topics to be covered. Residents should be surveyed on their desire for services – what doesn't town offer that you would like to see in place?</i>

**FY 2015 BoS Goals and Projects  
Status at December 15, 2014**

<b>Goal / Project</b>	<b>BoS Team Leader/Liaison</b>	<b>Team Members</b>	<b>Priority</b>	<b>Start Date</b>	<b>Target Date</b>	<b>Deliverables</b>	<b>Status</b>	<b>Date Completed</b>	<b>Notes</b>
Economic Development	Les Fox	Les Fox/TA/Planner							<i>Need to determine town's appetite for development... Expect input during Master Plan process.</i>
Collective Bargaining Agreements Dispatch, Fire and Police CBU's	BoS	Town Counsel (Joe Fair) and TA			ATM May 2015	Executed CBAs	<i>1st neg session held 11/25. 2nd being held with Police &amp; Fire on 12/15. Third scheduled for Police &amp; Fire (and 2nd for Dispatch) on Jan 6</i>		
Department Head Negotiations	Amoroso & Fox (PC) Amoroso & Gorman (FC) Fox & Stemple (DPW)				Various	Negotiated contract and salary			<i>TA contract negotiated through Sept. 2016; Police Chief &amp; DPW Director through June 2017; Fire Chief through August 2018.</i>
Department Head Reviews	BoS				January/February 2015		<i>12/15 - BoS to agree on process</i>		
Water Exploration	<i>Susan Bak/Vince Amoroso</i>					Protection of potential water sources			<i>On hold. Master Plan may provide some recommendations.</i>
OPEB - GASB 45	BoS	BoS, FinCom, Treasurer		ongoing		Plan to fund future benefits	<i>Updated actuarial study is underway. Expect report in February.</i>		<i>Treasurer will provide opinion on amount to fund and rationale.</i>
Regional Transfer Station	Vince Amoroso	TA, DPW Director				Access to some number of residents from Stow if feasible			<i>Will revisit annually</i>
Disposition of Tax Title Properties	<i>Susan Bak</i>	TA, Town Treasurer		Fall 2011	Spring 2015	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	2015	Develop a plan for moving forward with aff housing project	<i>Preparing for final review of RFP. Town Counsel agreed that equity trade-off concept would be allowable under 30B.</i>		

**FY 2015 BoS Goals and Projects  
Status at December 15, 2014**

<b>Goal / Project</b>	<b>BoS Team Leader/Liaison</b>	<b>Team Members</b>	<b>Priority</b>	<b>Start Date</b>	<b>Target Date</b>	<b>Deliverables</b>	<b>Status</b>	<b>Date Completed</b>	<b>Notes</b>
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.			<i>Utilize website and cable bulletin board</i>
Establishment of code of conduct/ values and statement of ethics	Bob Stemple & Susan Bak					Code of conduct, ethics for BoS and town boards (and employees)	<i>Draft reviewed by BoS on 11/24. Further review on 12/15</i>		<i>S. Bak will review materials and work with B. Stemple to bring forward a recommendation</i>
Procurement Delegation	James Gorman	TA				Recommendation on potential delegation of some levels of procurement	<i>TA plans to provide recommendation on December 15</i>		