

**FY 2015 BoS Goals and Projects
Status at June 29, 2015**

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
Annual Goals Workshop	BoS Chair	BoS/TA			Annually in September; status of goals to be reviewed quarterly		Status Review 06/29/15		
Appreciation Event	Vince Amoroso	BoS			Annually in September	Fun time for volunteers and staff	Holiday greetings from BoS sent to all staff 12/11/14		Consider alternative means to show appreciation to town staff

FY 2015 BoS Goals and Projects
Status at June 29, 2015

Goal / Project	BoS Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed	Notes
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.	Ongoing		In preparation for FY 17, review steady-state operations, closely monitor issues and costs to repair & determine best approach forward (consultant, employee or hybrid)
						Training session for staff on trouble-shooting common problems.	Guardian has been asked to arrange		TA will pursue.
						VoIP maintenance and support	Ongoing		Consider as part of complete IT support
		Les Fox/TA				Upgrading of cable system			Entered IMA with Littleton for provision of cable services effective 5/1/15
		Les Fox, Town Clerk, Town Assessor and TA				Ongoing improvements, including more on-line forms, applications, on-line payments	Ongoing		Transfer Stn app, bulk permits, a number of Town Clerk on-line apps went live in May/June
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			Still a work-in-progress
Capital Plan	FinCom	Ted Kail				Excel linked spreadsheet by years and departments in detail, including annual debt service			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.
5-Year Personnel Plan	BoS liaisons to dept. heads	Primary dept. heads				Comprehensive town-wide integrated plan of personnel resource utilization			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	Checked annually		Cisterns are noted in capital plan. They are checked annually; all are in good shape.

**FY 2015 BoS Goals and Projects
Status at June 29, 2015**

Goal / Project	BoS Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed	Notes
Town Hall Improvements	Susan Bak	BI/DPW Director/TA				Replace Grange Meeting Room floor	<i>CPC and Town Meeting turned down funding. Wanted plan for all Grange Meeting Room renovations; not piecemeal. BI working on</i>		<i>To be completed with rest of GMR improvement.</i>
						Drop ceiling - replace			
						Grange meeting room stage			
						Foundation and paving improvements (T Hall, DPW and Hist museum)			
Historical Museum Basement	Jim Gorman	BI/ Hist Comm/TA/Town Clerk				Plan for possible storage use	<i>DPW has cleared out basement. New furnace installed. Town Meeting approved painting</i>		
LEPC/Emergency Mgt	Jim Gorman				Ongoing	Updated CEMP, semi-annual meetings			
						Blanchard to serve as emergency shelter			
						Emergency preparedness guide for residents	<i>No progress</i>	<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>MPUC working hard.</i>		
Economic Development	Les Fox	Les Fox/TA/Planner							<i>Need to determine town's appetite for development... Expect input during Master Plan process.</i>

FY 2015 BoS Goals and Projects
Status at June 29, 2015

Goal / Project	BoS Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed	Notes
Collective Bargaining Agreements Dispatch, Fire and Police CBU's	BoS	Town Counsel (Joe Fair) and TA			ATM May 2015	Executed CBAs	Complete	May 2015	
Department Head Negotiations	Amoroso & Fox (PC) Amoroso & Gorman (FC) Fox & Stemple (DPW)				Various	Negotiated contract and salary			TA contract negotiated through Sept. 2016; Police Chief & DPW Director through June 2017; Fire Chief through August 2018.
Department Head Reviews	BoS				January/February 2015		Process for releasing still being discussed		
Water Exploration	Susan Bak/Vince Amoroso					Protection of potential water sources			On hold. Master Plan may provide some recommendations.
OPEB - GASB 45	BoS	BoS, FinCom, Treasurer		ongoing		Plan to fund future benefits	Treasurer just received report on 6/24.		
Regional Transfer Station	Vince Amoroso	TA, DPW Director				Access to some number of residents from Stow if feasible			Will revisit annually
Disposition of Tax Title Properties	Susan Bak	TA, Town Treasurer		Fall 2011	Spring 2015	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	2015	Develop a plan for moving forward with aff housing project	In final review		
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.	Town Services booth at Fifers day		Utilize website and cable bulletin board
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)		January 2015	
Procurement Delegation	James Gorman	TA				Recommendation on potential delegation of some levels of procurement	TA provided recommendations. Dept heads need training		