

FY 2016 BoS Goals and Projects

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 (if not ongoing project)	Notes
Annual Goals Workshop	BoS Chair	BoS/TA			Annually in September; status of goals to be reviewed quarterly				
Appreciation Event	Vince Amoroso	BoS			Annually in September	Fun time for volunteers and staff			<i>Better hot dogs - Hebrew National. Plan for 1 hamburger, 1/2 hot dog, 1/2 sausage per attendee. Cozies for Fifer's Day. Continue with holiday greetings.</i>

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Information Technology (incl WAN and VoIP)	Les Fox	Les Fox/Dept. heads		ongoing		Immediate needs and long-term strategy for networks (including servers), email, desktops, security, licensing and cable.	Ongoing		Continue to monitor steady-state operations, review costs to repair & determine best approach forward (consultant, employee or hybrid) for FY 18 and beyond
						Training session for staff on trouble-shooting common problems.	Guardian has been asked to arrange		TA pursuing with Guardian and Town staff
						VoIP maintenance and support	Ongoing		Part of complete IT support
Cable Operations		Les Fox/TA				Upgrading of cable system	Ongoing		TA working with BXB-TV Production Manager on 5 year capital plan. Seeking input from town boards on recording and streaming meetings to web
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	Ongoing		Still a work-in-progress. BI continues to work with Ted Kail. Expect a draft this fall.
Capital Plan	FinCom	Ted Kail				Excel linked spreadsheet by years and departments in detail, including annual debt service	Ongoing		To tie together with capital asset mgmt 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.

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Town Hall Improvements	Susan Bak	BI/DPW Director/TA				Replace Grange Meeting Room floor			To be completed with rest of GMR improvement.	
						Drop ceiling - replace			CPC and Town Meeting turned down funding in FY 16; wanted a comprehensive plan. Submitted to CPC for FY 17	
						Grange meeting room stage				
						Foundation and paving improvements (T Hall, DPW and Hist museum)	Paving completed. Landscaping plan in the works.			
LEPC/Emergency Mgt	Jim Gorman				Ongoing	Updated CEMP, semi-annual meetings			Status of LEPC certification unknown. J. Gorman will follow up with Fire Chief.	
						Emergency preparedness guide for residents	No progress		Not discussed.	
Master Plan Review	BoS (and Planning Board) to provide "oversight"	Stakeholder boards			2 - 3 times per year	Implementation of Master Plan recommended goals			BoS/Planning Board to hold meetings 2 - 3 times per year with stakeholder boards to review implementation of Master Plan.	
Department Head Negotiations	Amoroso and Bak (TA) Chair and Liaison (PC) Chair and Liaison (DPW) Chair and Liaison (FC)				Various	Negotiated contract and salary			TA contract to be negotiated. [Police Chief & DPW Director have been negotiated through June 2017; Fire Chief through August 2018].	
Department Head Reviews	BoS				Not determined		Process for releasing still being discussed			
Disposition of Foreclosed & Tax Title Properties	Susan Bak	TA, Town Treasurer		Fall 2011	Spring 2016	Possible revenue to town			Continue to review properties and determine next steps (auction... transfer to another town entity). Further discussion with land use boards planned for December 2015.	
Stow Road Task Force	Les Fox			Fall 2011	2015	Develop a plan for moving forward with aff housing project	In final stages of review		To be brought forward for BoS comment by year end?	

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Procurement Delegation	James Gorman	TA				Recommendation on potential delegation of some levels of procurement	<i>TA provided recommendations.</i>		TA preparing policy "manual" and will work with department heads on training.
Minuteman Regional High School	Vince Amoroso, Susan Bak	Vocational Education Advisory Comm			Spring 2016	Information to Town Meeting to enable informed decision regarding voc ed for Boxborough residents			
Public Safety Facility	BoS	Police and Fire Chiefs, TA				Plan to provide improved facility (ies) to meet needs of public safety			
DPW Facility	BoS	DPW Director, TA				Plan to provide improved facility to meet needs of DPW			