

FY 2010 BoS Goals and Projects
Adopted July 25, 2009

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.

Solidify Boxborough's participation 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.

Goal / Project	Team leader	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed	Notes 7/25/09
Appreciation Event		BoS		ongoing	Fall 2009	Fun time for volunteers and staff			
Information Technology (WAN, Cable)	Les Fox	IT Director/BITcom/TA		ongoing		Comprehensive IT Plan/Integration of LANs into WAN/Utilization of WAN/improved cable cast			
Capital Plan	Becky Neville	Gary Kushner, Treasurer, Accountant, Dept. Heads		ongoing		Excel linked spreadsheet by years and departments in detail	Gary Kushner has taken lead and is working with Town Accountant and Treasurer. Expected to present to BoS and FinCom in late fall 2009		

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5-Year Personnel Plan		Primary department heads				Comprehensive town-wide integrated plan of personnel resource utilization			This has been included as a goal for each of the dept. heads
Fire Cistern replacement	Raid Suleiman	Chief Neagle					Analysis ongoing		Stonehedge completed in 2006... Master cistern plan should be included in comprehensive capital plan
Town Hall Improvements					Fall 2009 (for immediate needs)	Immediate: Repair/replace fascia boards/ gutters/ cupola.			Review additional needs for improvements to Town Hall (and other facilities). Incorporate into comprehensive capital plan.
LEPC/Emergency Mgt						Updated CEMP, meetings on standard basis	July 2009 - received preliminary LEPC certification. Final approval expected in Nov.		Been meeting every 1 - 3 months... Looking at REPC as well...
Master Plan Update	BoS					Revised Master Plan	Liaisons from town boards have been meeting to review and update their respective areas of MP. BoS will be working on this.		
Collective Bargaining Agreements Fire Negotiations Police Negotiations Dispatch Negotiations				Fall 2011	7/1/12				All must be notified by 11/1/11 for successor agreements commencing 7/1/12
Department Head Negotiations	Raid Suleiman/ Frank Powers			Various (see notes)	Various			TA completed in March 2009; FC completed in June 2009	For successor agreements must notify as follows: FC by 12/30/09; DPW Dir by 3/30/11; TA by 12/30/12
Police Chief Restructuring Committee (PCRC)	Raid Suleiman/ Frank Powers			July 2009	Dec. 2009	Plan for replacement of Police Chief	Ongoing		PCRC is reviewing number of options strong chief/weak chief/shared chief with another town/regionalized police services/public safety director

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Department Head Reviews	BoS				Jan. 2010		Police & Fire Chiefs and DPW Dir evaluations completed		Further revise assessment tool.
GeoTMS installation	Becky Neville					Use by all Land Use functions			Further updates being provided in Aug 09. TA working with Planner and Land Use Support to utilize.
Senior Needs Follow-Up	Frank Powers			ongoing					Will look at options within community to provide space for senior activities.
Water Exploration	Raid Suleiman			ongoing		Protection of potential water sources... Rescind /amend Acton Water District enabling legislation...	TA seeking input from Town Counsel relative to AWD... Input expected by week of 8/17.		WRC to meet with HSC... Need to educate public if town intends to pursue public water supply...
OPEB - GASB 45	BoS	BoS, FinCom, Treasurer, Mid Ret		ongoing		Plan to fund future benefits	Actuarial Study completed in Jan 2009		Funding has defaulted to "pay as you go" for time being...