

Board of Selectmen
Strategic Planning Session – HES Teachers’ Lounge
Tuesday, May 12, 2015
4pm to 7pm

Discussion Items:

Policy Changes:

1. Establish policy that no matter can be considered by the BOS that is not specifically listed on the agenda for a meeting, without unanimous consent of the members (LB)
2. Establish quarterly administrative action meetings to deal with routine approvals (LB)
3. Address policy requiring Town Administrator be at every Board of Selectmen meetings (TB)

Operational:

1. Review town present governance system to streamline operations. As applicable, implement new policies/procedures and where necessary make recommended changes to existing bylaws (RR)
2. Service delivery/staff needs or upgrades/dept. needs: (LW)
 - a) Facilities Manager
 - b) Town Clerk – appointed or elected
 - c) Town Administrator vs. Town Manager
 - d) Create Planning/Community & Economic Development Dept.
3. Budget process; can it be improved? Coordination with Fin Com, role of CPIC, timing of CPC requests (LW)
4. Upgrade municipal hardware & software to support municipal government. (LB)
5. Present a plan to effectively maintain town owned facilities including performing routine corrective/preventative maintenance and completing minor improvements (RR)
6. Reduction in number of committees (LB)

Construction Projects/Buildings:

1. Follow through on the Town Hall & Hildreth House projects, including making the upstairs of town hall into a well-used space (KS)
2. Run a good process to decide the best next use of the old library (KS)
3. Hildreth House – upcoming project and housing on site (LB)

Devens:

1. Begin figuring out what Harvard wants at Devens (KS)
2. Working relationship with MassDevelopment and JBOS (LW)
3. Coordinate with DEAT & MPSC re: Devens role (or not) in Harvard over next 10 years (LW)
4. Appoint member to work with MassDevelopment on a plan to bring water, sewer and electric services to Ayer Road (LB)

Other:

1. Implement at least one Ayer Road traffic calming measure (RR)
2. Appoint member to work with MAHT & COA on development of empty nester housing on Hildreth site (LB)
3. Appoint member to work with the Assistant TA and Finance Director to determine the process for freeing up reserved funds for other uses, with proceeds to be used as extra contribution toward OPEB liability (LB)