

## Strategic Planning Session

Tuesday, June 5, 2012 at 7:00pm

Old library, fireplace room

Present: Chair Lucy Wallace, Bill Johnson, Ron Ricci, Tim Clark, Marie Sobalvarro  
Town Administrator Tim Bragan/Executive Assistant Julie Doucet

### Policies & Procedures

#### Liaisons

- The board discussed the role of the liaison and the best way for a liaison to be effective.
- Should liaisons be voting members, should the policy be revised to allow this?
- Objectivity may be lost if liaison is a voting member
- Ability for liaisons to assist committees in recruiting new members provides broader community participation
- Informational or advisory?

The board agreed elected committees should have the ability to request Board of Selectmen (BOS) involvement if they deem it constructive. The policy will need to be revised to reflect this change.

#### Allowance of licensing of events with alcohol in town buildings/building rental policies

Points discussed:

- Rental income – increase local receipts
- Alcohol – another possible revenue generation
- Explore insurance requirements
- Allowed by state law?
- Revisit building use policy and rental fees

All members were in agreement this is worth investigating further.

*Marie Sobalvarro volunteered to take the lead on this.*

#### Review roles and responsibilities of the BOS relative to the Town Administrator (TA) and Town Department Heads

Points discussed:

- Shift of BOS responsibilities to less tactical (day to day) and more strategic
- Determine duties more suitable for TA – investigate Town Manager versus Town Administrator (Groton has recently done this)
- Should Harvard adopt a Town Charter? What does this entail?
- Any issues with Department Heads should flow through TA (problems/requests)

*Bill Johnson and Lucy Wallace volunteered to take the lead on this.*

#### Agenda – Selectmen reports

Points discussed:

- Submitting report items to be listed on the agenda
- Reports help to focus on goals
- Possibly include ongoing items along the bottom of the agenda

## Sewer/Water Commissions

### Points discussed:

- The board members agreed it makes sense to combine the Water and Sewer Commissions and place the authority under the Department of Public Works.
- Investigate local bylaw if necessary to combine the two
- Possibly create an in house internal operator position within the DPW for wastewater treatment plant instead of contracting with engineers
- Noted: connections to the sewer will occur in October 2012
- Status of draft sewer policies?
- Where are we with outreach to sewer district residents
- Liaison necessary?

## All Boards versus Tri-Boards – Joint calendar

### Points discussed:

- Importance for Tri-Board (Finance Committee, BOS, School Committee) to hold a working session to run through the budget in detail. This allows for better understanding, include department heads?
- Finance Committee “kick off” All Boards Meeting in September to outline budget process.
- For strategic planning purposes All Boards Meeting allows everyone to understand expectations.
- Two key pieces for budget process: operating budget and long term planning.
- Capital Planning & Investment Committee (CPIC) need long term planning piece to assist with their funding strategy.
- Hold two other All Board Meetings to work on the strategic planning aspect of the budget process.
- Develop calendar coordinating important dates.

## Solar Bylaw

- Expedite with the Planning Board
- Possible Special Town Meeting in the fall
- Investigate lease of town property (landfill)
- Determine next steps at June 19<sup>th</sup> BOS meeting

*Tim Clark volunteered to take the lead on this.*

## Building Issues

### Standing Building Committee

- Standard in many communities (Westford has a good model)
- Committee would handle ongoing capital building projects such as upcoming projects at the Fire Station and DPW building
- Committee would evaluate needs and handle process

**MBC 3** - Discussed need for separate committees to handle the Hildreth House and Town Hall renovations.

## Hildreth House

- Define goals for private funding
- Funding is key to strategy moving forward

### Town Hall

- Approve new charge for committee moving forward (June 19<sup>th</sup> meeting)
- Request volunteers for the Town Hall Construction Committee
- Investigate need for variance

### Relocation of Town Hall

- Investigate all options: old library or rental space
- Proper investigation necessary to determine impact to residents regarding relocation out of town
- Old library Pilot Project will make presentation at the June 19<sup>th</sup> BOS meeting.
- Direct the Pilot Project to provide alternate locations of operation
- Advertise Request for Quotes (RFQ) on rental space so real numbers can be compared.

The meeting was adjourned at 10:15pm and continued to Wednesday, June 6<sup>th</sup> at 9:00am.

The summer scheduled was decided upon as follows:

July 10<sup>th</sup> & July 24<sup>th</sup> (if necessary)

August 7<sup>th</sup> & 28<sup>th</sup>

Sept 11<sup>th</sup> & 25<sup>th</sup>

### Capital Planning & Investment Committee (CPIC)

Points discussed:

- Need a clear plan/policy for long term funding of capital projects
- Require resolution by year end
- Plan in place for approval at the spring Annual Town Meeting
- Establish this as a BOS goal

### Increase CPA threshold

Points discussed:

- Specific purpose for increase may help with support for increase
- Community Preservation Committee (CPC) should received all five years plans so they can determine trending
- Needs assessment must be completed by the fall prior to applications being submitted.

BOS will announce fall schedule in the next two weeks. Anticipate the All Boards meeting in October.

The meeting was adjourned at 10:15am to be continued on Tuesday, June 12<sup>th</sup> at 7:00pm.