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TOWN OF UXBRIDGE
21 S. MAIN STREET, UXBRIDGE, MA 01569
BOARD OF SELECTMEN'S MEETING MINUTES
BOARD OF SELECTMEN'S MEETING ROOM
MONDAY, OCTOBER 4, 2010 - 7:00PM

Present: Chair Beth Pitman, Vice-Chair Bruce Desilets, Clerk Jay Cahill, Selectman Cari Kay Robertson and Selectman Peter Baghdasarian. Also present Town Manager Michael Szlosek and Administrative Assistant Tracey Ante.

I. CALL TO ORDER AT 7:00PM

- A. Announcements - Ms. Pitman announced the water ban is over and the last day to register to vote is 10/13 for the State Election 11/2.
B. Citizen's Forum - No one was present.

II. OLD BUSINESS

- A. Town Manager Goals - The Board reviewed and discussed the Town Manager's goals (attached to the minutes). Following discussion regarding goal #1, MOTION by Ms. Robertson that goal # 1 read "Create and execute a plan to increase amount of local grants." Seconded by Mr. Desilets, the motion carried 3-1-1 (Ms. Pitman opposed and Mr. Baghdasarian had no opinion. Following discussion on goal #2, MOTION by Mr. Cahill that goal #2 read, "Identify and implement additional cost saving measures." Seconded by Ms. Robertson, the motion carried unanimously. It was the consensus of the Board to change the voting format. The Board will review the goals and vote thereafter. Following review and amendments of the goals, MOTION by Mr. Cahill to approve the Town Manager Goals for FY 2011, as amended. Seconded by Mr. Desilets, the motion carried 4-1-0 (Mr. Baghdasarian opposed). (Town Manager Goals FY 2011 attached to the minutes).

III. MEMBER ISSUES

IV. TOWN MANAGER

V. ADJOURNMENT: Next BOS Meeting October 12, 2010

At 8:20PM, MOTION by Mr. Cahill to adjourn the meeting. Seconded by Mr. Desilets, the motion carried unanimously.

Minutes respectfully submitted by, Tracey Ante
Minutes approved by Board of Selectmen:

Chair Beth Pitman, Selectman Peter Baghdasarian, Vice Chair Bruce Desilets, Selectman Cari Kay Robertson, Clerk Jay Cahill, Date Approved 10/25/10

## Town Manager Goals FY 2011

**GOAL #1 Maintain Community's Financial Health**

#1

Create and execute a plan to increase amount of local grants.  
 Identify and implement additional cost savings measures. Elimination of core services is not the preferred option.  
 Submit a balanced budget for FY2012 using available funds, including the addition of a budget figure for capital expenditures, without resorting to an override.

**GOAL #2 Support/Implement Improvements in Infrastructure**

#2

Actively work with the DPW (Water Department) to bring the new Rosenfeld Well Field online, on time and on budget, and regularly share progress updates.  
 Develop, communicate, and recommend a 3-year IT plan that demonstrates a positive ROI. Work to implement initial phases of the plan within the scope of available funds in FY'11.  
 Bid out and implement the Bridge Study approved at Town Meeting. Use the information obtained from the study to apply for Federal and State funding to implement repair.

**GOAL #3 Enhance/Improve Employee and Union Relation**

#3

Prepare and keep a current plan establishing the personnel staffing requirements for each town agency for the next 5 years, except the School Department.  
 Negotiate contracts in a manner that reduces the short and long-term financial position of the Town.

**GOAL #4 Support Planning and Economic Development**

#4

Work with residents to clear backlogged unaccepted streets for Spring Annual Town Meeting.  
 Create Economic Development Working Group to review residential and commercial projects to ensure that projects proceed smoothly, and all departments are kept informed of progress and concerns.  
 Work with Selectmen-appointed committee to improve Zoning Bylaws and place on Spring Town Meeting warrant.

**GOAL #5 Improve Town Communications and Involvement**

#5

Develop a method for measuring citizen satisfaction, such as an online survey.  
 Propose a communication plan to discuss your FY 2011 goals and share progress towards those goals with the boards, departments and residents on a regular basis.

**GOAL #6 New High School Project**

#6

Beth draft  
9/30/10

**Town Manager Goals FY 2011**

**GOAL #1 Maintain Community's Financial Health - 3 ACTION ITEMS**

- BP Create and execute a plan to increase amount of local grants, funds by xx% over FY 2010. (TM to provide local grants information from FY 2010 by November 1, 2010. Chair & TM to determine appropriate % for goal by November 15, 2010.)
- BD/JC Identify and implement additional cost savings measures through activities like, but not limited to process improvement & modernization, staff optimization, etc. but MUST NOT be achieved through elimination of core services. Regularly share status on the progress of the measures taken.
- CR Submit a balanced budget for FY2012 using available funds, including the addition of a budget figure for long term capital expenditures, without resorting to an override.

Amended  
w BOS  
mtg  
10/4/10

**GOAL #2 Support/Implement Improvements in Infrastructure - 4 ACTION ITEMS**

- BP Actively work with the DPW to bring the new Rosenfeld Well Field online, on time and on budget, and regularly share progress updates.
- BD *Develop, communicate, and implement a 5-year IT plan*
- JC Develop, communicate, and recommend a 3-year IT plan that demonstrates a positive ROI. Work to implement initial phases of the plan within the scope of available funds in FY'11.
- CR Bid out and implement the Bridge Study approved at Town Meeting. Use the information obtained from the study to apply for Federal and State funding to implement repair.

**GOAL #3 Enhance/Improve Employee and Union Relation - 4 ACTION ITEMS**

- BP Achieve a better than average performance review from your Direct Reports. Performance reviews to be conduct mid and end of fiscal year.
- BD Prepare and keep a current plan establishing the personnel staffing requirements for each town agency, except the School Department.
- JC Settle contracts in a manner that improves the short and long-term financial liability of the Town
- CR *Settle contracts with the consideration of the short and long-term financial liability of the Town.*

**GOAL #4 Support Planning and Economic Development - 4 ACTION ITEMS**

- BP Work with residents to clear 75% of backlogged unaccepted streets for Spring Annual Town Meeting.
- BD *Create EDWG to review commercial and not residential projects.*