

Board of Selectmen

FY14 Goals & Objectives

(Voted November 18, 2013)

PRIMARY GOAL #1: ENHANCE THE QUALITY OF LIFE IN OUR TOWN

Key Objective: **Public Services:** Provide quality public services that ensure the safety, education and well-being of our citizens and enhance Topsfield's attractiveness to current and prospective residents

Key Objective: **Service Delivery:** Deliver quality public services in fiscally responsible manner that promotes efficient & cost-effective government and reduces structural deficits

Key Objective: **Fiscal Health:** Establish and maintain a long-term financial plan to ensure the Town's future fiscal health and to mitigate the impact of future large expenditures

Task: Work with Finance Committee to establish Financial Policies & Forecasting Tools

Key Objective: **Major Capital:** Maintain the Town's public buildings, infrastructure and recreational facilities in a manner that strengthens our capacity provide services in the future.

Task: Review and discuss Facilities Feasibility Study Report

Task: Determine major capital projects and key priorities for 2014 and beyond

Task: Support Town Administrator's efforts to develop a Capital Improvement Plan

PRIMARY GOAL #2: ENSURE EFFECTIVE & RESPONSIVE TOWN GOVERNANCE

Key Objective: **Bylaws & Governance:** Ensure that the Town's governance model, bylaws and organizational structure is effective and evolves with the changing needs of our Town

Task: Discuss/Propose bylaw changes to enhance our Town's organizational structure

Sub-Task: Discuss potential bylaw changes for 2014 town meeting action

Sub-Task: Review Government Structure Report and determine next steps

Key Objective: **Selectmen Meetings:** Ensure that Selectmen's meetings are accessible to the public and foster an open, transparent discussion of public policy decisions and Town policies.

Task: Ensure recordings of meetings and encourage viewership via Cable Television

Key Objective: **Citizen Information Sharing:** Enable citizens to make well-informed public decisions by providing effective leadership, facilitating public policy discussions and fostering the sharing of factual information for public decision-making.

Task: Ensure the success and future viability of Cable television access and operations

Task: Sponsor a Budget Forum to get citizen feedback on the proposed FY15 Budget

Key Objective: **Town Meeting Coordination:** Support the Town Moderator and Finance Committee to ensure that Town Meetings are organized, well-coordinated and facilitate a constructive public dialogue & effective decision-making during Town Meeting

Task: Support the efforts of the Town Administrator to effectively coordinate the tracking of proposed articles and to draft the Warrant for Town Meeting

Task: Determine key priorities of the Board for Town Meeting action

Key Objective: **Public Records:** Improve record-keeping systems and ensure access to public records

Task: Work with Town Clerk to assess status of public records management system and to evaluate technology available for records management

Sub-Task: Determine costs, benefits, vendors and funding sources for establishing a program and prepare FY15 Budget proposal

PRIMARY GOAL #3: PROVIDE QUALITY PUBLIC SERVICES

Key Objective: **Delivery of Public Services:** Deliver quality public services efficiently and effectively

Task: Establish sound, clearly defined policies that will direct and support the administration to effectively deliver public services

Sub-Task: Create a new Board Policy Guidebook to track all voted Board Policies

Sub-Task: Discuss key service priorities to advocate for and support during the FY15 budget process (ie. public service enhancements or new initiatives in FY15)

Task: Support Town Administrator's efforts to work with Department Heads to improve services and to develop departmental vision statements and goals

Task: Support efforts of Town Administrator to oversee Pay/Compensation Study

Task: Promote regionalization efforts to maximize resources and improve services
Sub-Task: Continue to support the implementation of the Regional RECC Dispatch Center

Sub-Task: Investigate regional opportunities for IT & Facilities Management

Key Objective: **Costs of Service Delivery:** Deliver quality public services in a cost-effective and fiscally responsible manner that does not create future structural deficits

Task: Manage fiscal affairs, seek new efficiencies and maximize limited resources to deliver quality public services to the citizens of Topsfield

Sub-Task: Evaluate FY15 budget proposals for possible revenue enhancements, cost-saving opportunities to explore during the FY15 Budget planning process

Sub-Task: Identify grant opportunities and other resources available to offset general fund expenditures

Task: Identify and Plan for future needs and financial challenges

Sub-Task: Work with Town Administrator to develop 3-5 Year plans to address needs in personnel, equipment, facilities, technology and public records

Town of Topsfield

Key Objective: **Capital Needs:** Maintain our capital equipment, public buildings, infrastructure and recreational facilities to preserve our capacity to deliver public services in the future.

Task: Discuss Facilities Feasibility Study Report & prioritize expenditures

Task: Support Town Administrator's efforts to develop a Capital Improvement Plan

Key Objective: **Citizen Communications:** Improve communications with Town Residents so that public services can be delivered efficiently and communicated effectively

Task: Investigate new technology, equipment and applications that may help make operations more efficient, or service delivery methods more effective.

Sub-Task: Purchase a new telephone system with calling tree & voicemail

Sub-Task: Coordinate recordings of public meetings on Cable Television

Sub-Task: Investigate the costs and benefits of a reverse 9-1-1 program

PRIMARY GOAL #4: PRESERVE THE CHARACTER OF OUR COMMUNITY

Key Objective: **Community Character:** Promote programs that preserve our friendly, welcoming, small-town community atmosphere

Key Objective: **Citizen Involvement:** Promote and support resident participation in Town government and volunteering

Task: Increase participation at Town Meeting

Task: Encourage citizens to serve on boards and support volunteerism

Sub-Task: Develop an orientation program and Committee Membership Manual

Sub-Task: Solicit volunteer assistance for drafting a Volunteer Resource Guide

Key Objective: **Preservation:** Encourage the preservation of our Town's historic buildings

Task: Discuss and prioritize Town Hall improvements, renovations and/or construction

Key Objective: **Nature & Conservation:** Preserve and maintain the beauty of our natural settings

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