

BOARD OF SELECTMEN
Working Session
Minutes of August 3, 2010

Chairman Dick Gandt called the meeting to order at 3:01PM. Board members present, in addition to Chairman Dick Gandt, were Martha Morrison, Nancy Luther, Eldon Goodhue and Laura Powers. Of the Selectmen's staff, Town Administrator Virginia Wilder and Board Secretary Donna Rich were in attendance. Resident Kim Sherwood was present

Phase II of Goal Setting for FY2011

Chairman Gandt explained that this session was a follow-up to the July 13, 2010 Phase I of Goal Setting for FY2011. The Goals that were identified have been placed on a *Smart Goals Worksheet* (Specific, Measurable, Agreed Upon, Realistic, Time Based) and today the Board would continue to define the specifics of each identified Goal.

Before that work began, Selectman Morrison presented work she did in preparation for this session. Selectman Morrison organized the goals developed in the previous session into four overall goals:

- I. Improve the operation of the Board of Selectmen
- II. Achieve more efficient and cost-effective government
- III. Improve communication within the Town (between Boards, within Town Hall, with citizens)
- IV. Build Capacity

These overall goals would be incorporated into the updated worksheet resulting from this session. The Board then returned to discussing the list of goals developed in the previous session.

Chairman Gandt scribed and the bold items indicate what was discussed and added to the chart.

1. Develop and implement a Philosophy of the Board of Selectmen – no discussion took place.
2. Develop a 5 year personnel succession plan and Continuity of Operations Plan
 - List personnel of concern
 - o Approximate timeframe to complete analysis would be **6 month time frame**
 - o **Town Administrator to identify key positions**
 - o **Other issues include costs involved (buyout, training)**
3. Develop a five year long range financial plan to address vital needs in the areas of
 - o Personnel – with findings from task 2 –and a review of contracts/benefits/wage/salary
 - o Equipment – capital plan
 - o Facilities – capital plan
 - o Technology – including IT and related financial hardware/software/support

Timeframe – define for each category
Resource: Ginna, Finance Team, Laura Powers.
4. Establish a long term financial forecast of 3-5 years out for budgeting and labor negotiations
Considered a **necessary exercise but challenging exercise**
Goals 2-3 & 5 should tie into this
5. Develop a plan to deal with budgeting one-time, non-recurring costs, such as retirements, sick time, etc.*
 - o **Use investment best management practices for this task**
 - o **Investigate methods of funding one time costs.**

Timeframe FY2012

Resources: Finance Team / Finance Committee

6. Develop a timetable to review and approve the budgets of departments under the selectmen prior to submission to the FinCom
 - o **-Time Frame: FY12**
 - o **-Establish Schedule – Ginna**
 - o **Time line needs FinCom guidelines**

7. Promote better coordination of permitting within the Town
 - o Boards to Boards
 - o Departments
 - o **Combined with #8**

8. Improve coordination between departments and committees and with citizens
 1. **-Permitting**
 2. **-Orient new members (along with related committee)**
 3. **-“how to” guides (checklists) for citizens/businesses**
 4. **-Consider “peer-to-peer” (grant) programs (with Roberta/Marylou)**
 5. **-Consider expedited permitting (meeting with all boards at once) (Framingham, Boxford model)**

9. Improve communications
 - o between Boards
 - o within Town Hall
 - o with citizens (reverse 911, etc.)
 - o **also see #8**

10. Improve Customer Service (“Delight customer”)
 - o payment of bills online
 - o response to residents’ inquiries, requests, suggestions as well as **with town committees/boards**
 - o **clarify process of doing business in Topsfield**

11. Support volunteerism by residents including participation by both younger and recently retired ones.
 - o **-Recruiting**
 - o **-Use of BOS Liaison**
 - o **-Clear road-blocks for volunteers**

12. Develop a plan for the delivery of recreational services to the residents.
 - o Determine what the citizens want
 - o Resolve how to implement

13. Investigate regionalization opportunities for trash, ambulance and health services

14. Prepare to apply for grants

15. Develop a plan to reduce municipal energy costs

At 5:00PM, Selectmen Luther made a motion to adjourn and Selectman Morrison seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna Rich, Secretary
Selectmen's Office

Approved as written at the September 13, 2010 Board of Selectmen's meeting.

<p>Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Board constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Board as to the completeness or accuracy of such statements.</p>
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