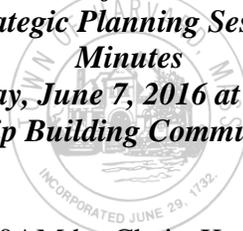


Board of Selectmen
Strategic Planning Session
Minutes
Tuesday, June 7, 2016 at 9:00am
Fellowship Building Community Room



The meeting was called to order at 9:00AM by Chair, Ken Swanton in the Fellowship Building Community Room. Selectmen Lucy Wallace, Ron Ricci, Stu Sklar and Alice von Loesecke were in attendance. Town Administrator Tim Bragan, Assistant Town Administrator/HR Director Marie Sobalvarro and Executive Assistant Julie Doucet were also present.

The Board members discussed various topics and will draft a set of goals with assignments and time lines for the upcoming year. They expect some of the goals may be more long term.

They began with policies and procedures:

- a. Formalizing a policy that the Selectmen will publically take positions on Town Meeting articles.
- b. Simplify appointment procedures
- c. Monitoring the timely submission of agendas and minutes; providing templates and better direction to assist committee/board members. Possible creation of committee/board handbook.
- d. Formalize an annual review process for the Town Administrator.

The board discussed ways to improve communication and outreach to the larger community; along with ways to encourage volunteerism. The improved website will be a valuable tool.

Discussion/Action Items

Town Clerk

- a. An updated job description will be drafted now that this position will be appointed.

Better use and care of public buildings:

- a. Bragan confirmed the Facilities Manager position will be advertised and filled by July 1st. The Selectmen want a schedule developed allowing them to monitor the duties of this position. As a follow on to this, they will develop provisions for time accounting and identify other positions which have shared duties.
- b. They will achieve a productive use for the Old Library and explore options with respect to the Bromfield House.

Hildreth House

- a. They discussed how best to move forward on Phase II in advance of the HES building project. Reference was made to a letter sent from the COA and Friends of the COA seeking a commitment from the Selectmen. They also discussed pursuing development of moderate-priced senior housing. A committee may be necessary to assess the feasibility of housing, including financial models, # units, and potential to support Phase II.

- b. They talked about the importance of the order of when things happen with respect to fundraising, phase 11 and senior housing. An idea was mentioned to develop a survey to understand the needs of the community when it comes to the Council on Aging services. This would be done in parallel with feasibility study. Outreach will also be necessary.

Town Hall

- a. Utilization of the second floor is a priority.

Municipal Affordable Housing Trust

- a. The board members discussed ways to assist the trust in being more successful:
 - More oversight from the Selectmen.
 - Improve monitoring of the affordable housing inventory; Planning Board
 - Improve accountability and provide assistance with management of their funds.
 - Revise trust document to minimize town exposure.

Master Plan

- a. Review Master Plan recommendations with a focus on those listing the Selectmen as primary responsibility.
- b. They also discussed ways to support/facilitate the Planning Board with development in the commercial district.

Property Taxes

- a. The board deliberated options to slow the growth of property taxes. They will generate a list of possibilities to investigate.

Devens

- a. The board discussed transition planning. They are considering drafting a ballot question asking the town for direction. They will investigate the likelihood this could be done in conjunction with the Presidential Election this November.
- b. They will also explore the ability to lease recreation field space.
- c. Revisit regionalization of the Department of Public Works.

Park & Recreation

- a. In conjunction with the Park & Recreation Commission a job description will be developed for a Park & Recreation Director.

Meeting Schedule

This summer the board will meet on Tuesday, July 12th and August, 9th.

They chose April 1, 2017 (Saturday) for the Annual Town Meeting.

They decided to hold their second meeting in February (2017) on the 28th.

They decided to hold their second meeting in April on the 25th.

The meeting adjourned at 12:16pm.