Strategic Planning Session Minutes
Shaker Hills Country Club
Wednesday, June 12, 2019 at 9:00am

The meeting was called to order at 9:00am by Chair Lucy Wallace. Select Board members Rich Maiore, Stu Sklar and Alice von Loesecke were in attendance as well as Town Administrator Tim Bragan, Assistant Town Administrator Marie Sobalvarro and Executive Assistant Julie Doucet.

Annual Town Meeting/Election

- Everyone agreed the clustering of CPC & CPIC articles was efficient; they plan to continue with that format.
- They discussed options to improve attendance at the Annual Town Meeting (ATM); splitting the ATM into two days (one day in the spring for all financial articles and one day in the fall for zoning/planning/policy articles); starting the ATM at 1pm instead of 9am
- Dates chosen: Saturday, May 2nd for the spring ATM, Tuesday, May 5th for the Town Election and Saturday, October 17th
- They will seek input from other boards/committees and will discuss at an upcoming meeting.
- They decided to hold the ATM in the Bromfield Auditorium instead of the gymnasium.

Summer schedule/All Boards/October meetings

The Select Board will meet on Tuesday, July 16th, Aug 6th & Aug 27th. They will hold an All Boards meeting on Wednesday, September 18th. They will meet on October 8th and 22nd. A letter will be sent with the budget calendar.

Policies/Procedures

- The board will set fewer goals than in years past and assess progress at their December 3rd meeting.
- Fees set by the Select Board will be reviewed this year.
- All documents included in the Select Board packets will be posted on the website with the agenda. Dropbox will be used to share agenda and packet information with the Select Board. This will start in September.

Ongoing Major Efforts
Hildreth House/Housing

- Discussed separation of Hildreth House phase II project from any potential senior housing at that site.
- Possible recommendation from Housing @ Hildreth House in July. (LW)
- Discussed need for cluster multi-unit housing for younger families and downsizers; zoning changes.

Transfer Station

- Consider extending hours of operation; open until 4pm on Saturdays and possible open at 6:30am Wednesdays; consult with DPW Director
- Install no loitering/drop off only signs for metals area

Hildreth Elementary School project

- Financing less expensive than forecast.
- If large discrepancy in construction bids a request for additional funds may be necessary to avoid deep cuts to the overall project. This will depend on interest rates and carrying capacity of the town. (AV)

Master Plan

- Assess where the Select Board is on set goals; discuss at upcoming meeting (RM)

Building Commissioner/Facilities Manager

- Position has been advertised with initial review of applications beginning on June 19th.

Bromfield House

- With offices being moved to the new school a decision will be necessary for the future of the Bromfield House structure/property

Capital projects

- Adjustments to the plan will be necessary to appropriately accommodate projects such as the Fire Station and DPW Facility.
- Playing fields may need to be added; private fundraising
- Fire Station study necessary now to determine clear path forward in the future.

Open Space

- Based on the request from the Conservation Commission with support from other entities the Select Board will draft a charge for review of open space with a broader view, specific timeframe to complete (2 yrs) work and specific membership. (SS)

Technology Expansion

- Viewpoint permitting program will be expanded to include the Land Use Offices and either the DPW or Fire Departments.
- Electronic timecards
- Seamless documents; fillable forms may be expanded depending on department needs and implementation process.

Communication Plan

- Implement a use policy for Next Door Harvard (AV)
- Improve communication between boards/committees and town operations/staff
- Increase use of news/announcements

Ayer Road

- Develop overall goal for the area
- Solve infrastructure issues water/sewer

Fiscal needs of Taxpayers

- Ongoing; focus on long term investments & liabilities
- Consideration of Recreation Director position
- Upcoming union contracts
- Include advertising to offset cost of printing and mailing of the Finance Committee booklet

The meeting was adjourned at 12:15pm.