



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583

Select Board/Sewer Commission Meeting Minutes

Date / Time / Location of Meeting November 5, 2022; 8:00 a.m. Senior Center 120 Prescott Street West Boylston, MA 01583
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Members Present: Barur R. Rajeshkumar, Chairman Christopher A. Rucho, Vice Chairman Patrick J. Crowley, Clerk Marc Frieden, Selectman Kristina Pedone, Selectwoman
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Members NOT Present:

Invited Guests: Jennifer Warren-Dyment Town Administrator

Others Present: None

MEETING CALLED TO ORDER

Select Board and Town Administrator Goals and Objectives Workshop

The Town Administrator provided the Board with a list of samples for goals and objectives for the Town Administrator.

*see attached

After discussion the following Goals and Objectives were accepted and will approved at a future meeting.

Goal #1: Improve Town Infrastructure

- A. Begin to add funds for roadway improvements into the operating budget to be used in addition to Chapter 90 funds
- B. Work with the Capital Investment Board to improve the capital planning process and revise capital plan
- C. Engage with Facilities Implementation and Strategic Planning Committee to develop and implement strategic plan for the municipal buildings of West Boylston
- D. Engage with Parks Facilities Committee and Parks Commission to develop and implement strategic plan for the parks and recreational areas of West Boylston
- E. Pursue grant opportunities to offset capital improvement costs
- F. Work with the West Boylston Municipal Light Plant to connect municipal building to Shrewsbury Electric and Cable Operations fiber
- G. Develop a metric to measure and track Department of Public Works projects and day to day operations

Goal #2: Increase Transparency and Communications

- A. Routinely review, improve, and update website; add additional materials and documents to website; and routinely use the email subscription service
- B. Utilize social media and traditional print media to provide pertinent information to residents
- C. In advance of Town Meetings hold forum and/or program on cable access to discuss warrant articles, including the budget
- D. Continue to provide materials to residents in advance of Town Meeting such as the explanations of articles
- E. Research costs associated with “See, Click, Fix” and implement if possible
- F. Attend events in the community to hear directly from residents, including hosting “open houses” and forums
- G. Explore the feasibility of updating and expanding e-permitting software

Goal #3: Recruit, Retain, Educate, and Engage Town Staff

- A. Review job descriptions and advertisements as vacancies arise
- B. Provide opportunities for staff development by increasing training budgets, providing access to webinars and “in house” training, and encouraging advancement
- C. Develop meaningful and measurable goals for Department Heads and staff
- D. Provide opportunities to break down barriers to communication and silos that exist between Departments
- E. Develop Department and position specific onboarding/transition/operating guides
- F. Update Personnel bylaw and HR policies as necessary
- G. Encourage and workplace safety
- H. Continue to ensure all Town staff are providing good customer service

The Town Administrator provided the Board with a list of sample Goals and Objectives for the Select Board.

*see attached

After discussion the following Goals and Objectives were accepted to be approved at a future meeting.

Goal #1: Ensure Policies and Bylaws are Current and Comprehensive

- A. Review policies and determine if any policies are obsolete or require amendments
- B. Discuss whether there is need for additional policies and review documents of other towns
- C. Review General Bylaws and suggest amendments/modifications to Bylaws Committee

Goal #2: Increase Public Participation in Local Government

- A. Hold traveling listening session(s)
- B. Hold office hours once per month (rotate between each Select Board member)
- C. Continue to support the efforts of other Boards, Committees, Commissions, and local groups
- D. Hold forums on important topics affecting the community
- E. Actively promote Town Meeting attendance
- F. Attend events in the community to hear directly from residents
- G. Participate in meeting, webinars, conferences etc. sponsored by the MMA and MIIA
- H. Continue to hold “in-house” Open Meeting Law, Ethics, and other trainings for all Boards, Committees, and Commissions

Goal #3: Develop Long-Term Strategic Plan for West Boylston Municipal Properties

- A. Engage with Facilities Implementation and Strategic Planning Committee to develop and implement strategic plan for the municipal buildings of West Boylston
- B. Engage with Parks Facilities Committee and Parks Commission to develop and implement strategic plan for the parks and recreational areas of West Boylston
- C. Review all planning documents to combine strategies

Motion Mr. Crowley moved to adjourn 11:12 am; Mr. Rucho second.
All in favor
Approved

Respectfully submitted,

Faye D. Zukowski, Municipal Assistant

Approved:

Barur R. Rajeshkumar, Chairman

Christopher A. Rucho, Vice Chairman

Marc Friedman, Clerk

Patrick J. Crowley, Selectman

Kristina Pedone, Selectwoman

Sample Goals and Objectives for Town Administrator

Goal: Improve Town Infrastructure

- Begin to add funds for roadway improvements into the operating budget to be used in addition to Chapter 90 funds
- Work with the CIB to improve the capital planning process and revise capital plan
- Engage with FISP to develop and implement strategic plan for the municipal buildings of West Boylston
- Engage with PFC and Parks Commission to develop and implement strategic plan for the municipal buildings of West Boylston
- Pursue grant opportunities to offset capital improvement costs
- Work with MLP to connect municipal building to SELCO fiber

Goal: Increase Transparency and Communications

- Routinely review and update website
- Add additional materials and documents to website
- Utilize social media and traditional print media to provide pertinent information to residents
- In advance of Town Meetings hold forum and/or program on cable access to discuss warrant articles, including the budget
- Continue to provide materials to residents in advance of Town Meeting such as the explanations of articles
- Research costs associated with “See, Click, Fix” and implement if possible
- Attend events in the community to hear directly from residents, including hosting “open houses” and forums

Goal: Recruit, Retain, Educate, and Engage Town Staff

- Review job descriptions and advertisements as vacancies arise
- Provide opportunities for staff development by increasing training budgets, providing access to webinars and “in house” training, and encouraging advancement
- Develop meaningful goals for staff
- Provide opportunities to break down barriers to communication and silos that exist between Departments
- Develop Department and position specific “work manuals”
- Update Personnel bylaw and HR policies as necessary
- Encourage and workplace safety

Sample Goals and Objectives for Select Board

Goal: Ensure Policies and Bylaws are Current and Comprehensive

- Review policies and determine if any policies are obsolete or require amendments
- Discuss whether there is need for additional policies and review documents of other towns
- Review General Bylaws and suggest amendments/modifications to Bylaws Committee

Goal: Increase Public Participation in Local Government

- Recruit volunteers from the community to serve on volunteer Boards, Committees, and Commissions to increase participation and promote diversity
- Hold traveling listening session(s)
- Hold office hours
- Support the efforts of other Boards, Committees, Commissions, and local groups
- Hold forums on important topics effecting the community
- Actively promote Town Meeting attendance

Goal: Increase professional development of Select Board members

- Participate in meeting, webinars, conferences etc. sponsored by the MMA and MIIA
- Hold “in-house” Open Meeting Law and Ethics training for all Boards, Committees, and Commissions