

Department Heads Goals and Objectives Meeting

Board of Selectmen

June 21, 2016



Council on Aging

Ashley Springman, Director





Goals and Objectives

Council on Aging

- Expand outreach services to Increase Outreach to Homebound Seniors
- Provide additional transportation services, allowing seniors to access medical care outside of the existing catchment area
- Improve computer and internet literacy in our older adults, so they can access important resources and stay connected with family and friends

Department of Public Works
Brian Gilbert, DPW Superintendent



Goals and Objectives



Department of Public Works

- Map the various elements of the Town's infrastructure system(s)
- Identify and Develop needed infrastructure improvement projects as they relate to current and future needs of the community where expansion, upgrade, and rehabilitation of aging structures are of concern
- Development of an information system to evaluate production workload and resource utilization
- Fully staff the Department's positions based on budgeted allocation and organizational structure
- Tewksbury Main Streets

Police Department Tim Sheehan, Police Chief





Goals and Objectives

Police Department

- Review/Revise Department Policies and Procedures to Achieve State Certification
- Develop/Improve Community Opioid Epidemic Outreach Program and Department Strategy
- Replace/Improve Officer Safety Equipment, Vehicles, and Technology/Develop Budget Strategy

Library

Diane Giarrusso, Director





Goals and Objectives

Library

- Sunday and Evening Hours
- Develop Capital Maintenance and Technology Infrastructure Plans

Fire Department

Michael Hazel, Fire Chief





Goals and Objectives

Fire Department

- Receive and place in service new Ladder Truck
- Replace existing Self Contained Breathing Apparatus (SCBA) Equipment evaluation and inventory
- Improve standardized training programs within the Department

Town Clerk

Denise Graffeo, Town Clerk





Goals and Objectives

Town Clerk

- Elections – Conduct all elections in compliance with State/Federal/Town law
- Document Management – Continue to develop and administer document management plan

Community Development

Steve Sadwick, Director





Goals and Objectives

Community Development

- Improve Permitting Process
- Open Space and Recreation Plan Update
- Begin implementation steps from 2016 Town Center Master Plan and 2016 Town-wide Master Plan

Administration, Finance, Human Resources
Karen Barrett, Finance Director
Teresa Belanger, Human Resources Director





Goals and Objectives

Administration, Finance, Human Resources

- Continue to Improve Water/Sewer Rate Setting and Collection
- Complete another successful audit
- Close out and start Fiscal Year
- Rollout new programs/processes through MUNIS
- Continue and Improve Employee Development and Training
- Prepare an Employee Performance Evaluation process and conduct Employee Assessments