BOARD OF SELECTMEN
TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

MARK KRATMAN, CHAIRMAN
DAVID H. GAY, VICE CHAIRMAN
JAY KELLY, CLERK
ANNE MARIE STRONACH
TODD R. JOHNSON, ESQ.

(978)-640-4300
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** REVISED **
Notice of Meeting
Tuesday, June 20, 2017 at 6:15 p.m.
Meeting Place: Town Hall, 1009 Main Street, Tewksbury, MA
Mark Kratman, Chairman
Agenda

Scheduled Items

1. 6:15 Executive Session – Contract Negotiations and Litigation

2. 7:00 Department Goals and Objectives
   Administration, Finance, and Human Services
   Department of Public Works

Residents

New Business

3. Common Victualler License Application: BoriniPizza Inc. d/b/a Giovanni's
4. Board of Selectmen Designees and Representatives for Boards and Committees
5. Boards and Committee Renewal Appointments and Vacancies

Town Manager

6. Town Counsel Invoice: May 16 – May 31, 2017
7. New Water and Sewer Rate Structure

8. Minutes

9. Board Member Reports

Adjourn

Next Selectmen Meeting Date:
July 18, 2017

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Department Heads Goals and Objectives Meeting

Board of Selectmen

May 16, 2017

June 6, 2017

June 20, 2017

May 16, 2017
Council on Aging
Ashley Springman Director

Goals and Objectives

Council on Aging

1. Continue to develop the COA's transportation program.

2. Start the process of becoming an "Age Friendly Community".

3. Introduce intergenerational programming.

May 16, 2017
Library
Diane Giarrusso Director

Goals and Objectives

Library

1. Revise the Library website for more efficient use and ease of locating information.

2. Preserve the condition of and access to the Board of Library Trustee Minutes.

3. Maintain, plan for, the increasingly complex technological infrastructure of hardware, software and applications required in a public library and teach residents about different technology related topics.

May 16, 2017
Fire Department
Michael Hazel Fire Chief

Goals and Objectives

Fire Department

1. New Fire Engine Purchase

2. Implementation of Full-time Training Coordinator

3. Succession Plan for Chief and Deputy Chief

4. Regional Dispatch and New Center Fire Station

June 6, 2017
Town Clerk
Denise Graffeo Town Clerk

Goals and Objectives

Town Clerk

1. Continue to develop and administer Document Management Plan.

1. Investigate options and implement plan to accept and process on-line requests and payments for dog licenses.

2. Modernize Election Voting Systems.

June 6, 2017
Community Development
Steve Sadwick Assistant Town Manager

Goals and Objectives

Community and Development

1. Enhance permitting capabilities through PeopleGIS for all 3 divisions.
2. Enhance efficiency of project department review process for staff, applicants, and boards.
3. Planning & Conservation: Publicize the benefits of Town-owned land through the physical demarcation of the land and providing on-line maps.
4. Health Department: Increase public vaccination program.
5. Health Department: Quarterly trainings/seminars and newsletter.

June 6, 2017
Police Department
Tim Sheehan Police Chief

Goals and Objectives

Police Department

1. Review/Revise Department Policies and Procedures to Achieve State Certification.

1. Strengthen Community Opioid/Mental Health Outreach Program and Department Strategy

2. Develop Officer Wellness Program

June 20, 2017

Administration, Finance, Human Resources

Ron Florino Finance Director

Teresa Belanger Human Resources Director

Goals and Objectives

Administration, Finance, Human Resources

1. Complete another successful audit
2. Close out and start Fiscal Year
3. Build the Applicant Tracking program through Munis
4. Prepare an Employee Performance Evaluation process
5. Create a Safety Committee
6. Develop Disaster Recovery Plan

June 20, 2017
Department of Public Works
Brian Gilbert DPW Superintendent

Goals and Objectives

Department of Public Works

1. Sidewalks:
   Conduct a needs assessment and establish a community-wide Pedestrian Mobility Master Plan that guides the Town in programming and prioritizing capital improvements related to sidewalk repair, new installations, ADA curb ramps and new/improved crossing treatments that enhance connectivity and safety.

2. Work Order:
   Implement new online Work Order system to address residential requests and departmental tasks in an effort to improve customer service, increase efficiency, and enhance data-driven decision making.

3. Facility:
   Reevaluate the DPW Needs Assessment and propose options to address the most critical needs of the existing DPW facility and storage alternatives.

4. Stormwater:
   Develop a Town-wide stormwater program to facilitate compliance with the forthcoming EPA 2016 NPDES Small MS4 General Permit.

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Boards and Committee Vacancies and Applications Recieved

Board / Committee	Number of Openings	Applications Received
BICYCLE & PEDESTRIAN ADVISORY COMMITTEE	2	Dennis Gray
		Daniel Ronan
		Chris Mullins
		Kimberly Boroyan
CABLE TELEVISION ADVISORY COMMITTEE	2	Hanson Bechat
		Ruth Joan Unger
ECONOMIC DEVELOPMENT COMMITTEE	4	Liam Tibbetts
		Dennis Gray
		Arthur Costa
		Maria H. Zaroulis
FINANCE COMMITTEE	1	Bruce Panilatis
		Coreen Lescarbeau
		Donna Higgins
LOCAL HOUSING PARTNERSHIP	2	Nancy Reed
MASSACHUSETTS CULTURAL COUNCIL	13	Lynne Litton
		Patricia J. Astuti
		Patrick Valentino
		Andrea Polino
		Maria H. Zaroulis
OPEN SPACE & RECREATION PLAN COMMITTEE	2	Carolina Linder
		Coreen Lescarbeau
		Kimberly Boroyan
		Maryann Frisella
		Christopher Mullins
PUBLIC EVENTS & CELEBRATIONS COMMITTEE	4	Dennis Gray
		Lynne Litton
		Nancy Rego
		Tina Schindler
		Maria H. Zaroulis
RECYCLING COMMITTEE	2	Lisa Stefano
TEWKSBURY BEAUTIFICATION COMMITTEE	4	Lynne Litton
		Daniel Ronan
		Coreen Lescabeau
		Kimberly Boroyan
		Maria H. Zaroulis
TOWN CENTER MASTER PLAN COMMITTEE	4	Bruce Panilaitis
		Coreen Lescarbeau
		Daniel Ronan
ZONING BOARD OF APPEALS	2	Hanson Bechat
		Nancy Rego
ZONING BYLAW COMMITTEE	1	Erin Wortman
		Nancy Rego
		Karin Theodoros