

2019 Board of Selectmen / Town Manager Goals

1. Adhere to the Board of Selectmen Fiscal Year 2020 Budget Policy Direction.
2. Support the Town and School Safety Task Force's Request for Proposals process and recommend award to the selected consultants. Bring Board of Selectmen and School Committee recommendations to Annual Town Meeting for consideration of funding.
3. Work with the Permanent Town Building Committee (PTBC) and other town staff and committees to coordinate the demolition of the old Center Fire Station, continue the design of the New Center Building and bring the construction appropriation request to Town Meeting.
4. Conduct environmental testing and secure 63 Main Street, complete all requirements necessary to close on the property, and assist the new task force to provide a recommendation for the future use(s) to the Board of Selectmen.
5. Establish a stormwater utility for the long-term maintenance of our town's stormwater management system.
6. Continue the process to finalize the disposition of 35 Town Farm Road, and continue working with the 12 North Main Street Task Force to release a new Request for Proposals and bring proposals back to Board of Selectmen for review and possible award.
7. Work collaboratively with the School Superintendent to hire and create initial goals and set priorities for the new Director of Facilities and Facilities Office Manager.
8. Review town's technology systems and departmental procedures to ensure that personal information of residents is being appropriately protected, and that measures are in place to minimize the risk of data breaches from both technical and social engineering attacks. Migrate our town electronic messaging and collaboration system to a more modern platform, including better support for mobile use and records management compliance.
9. Continue to hold regularly scheduled Insurance Advisory Committee (IAC) meetings and include the Public Employee Committee (PEC) members, explore possible plan design change options and share utilization statistics with the IAC. Continue employee wellness programs and incentives and take advantage of programs offered by Blue Cross Blue Shield. With support from Kate Sherry, of Group Benefit Strategies, and Blue Cross Blue Shield, continue to evaluate ways to contain costs while continuing to provide quality insurance. Evaluate loss ratios and weigh options including possibly self-funding.
10. Support town management staff in streamlining and improving town operations and functions to ensure the best use of staff, reduced costs and efficiencies in allocation of town resources, while maintaining the quality of services we provide to the public.

Multiple Year Goals:

1. Work with Pedestrian Safety Committee, Police, Fire, Engineering, Highway, Health, and other departments to investigate ways to promote Westford as a healthy community through policies, programs, and infrastructure planning.
2. Work with our Public Safety department heads to analyze delivery of service data, and make recommendations as needed to ensure we are providing a satisfactory level of public safety services for our residents.
3. Review inventory of existing burial lots and niches at the Pine Grove Cemetery, conduct a financial analysis to provide recommendations for periodic rate adjustments based on market rate comparisons, and forecast revenue from the continued development of the Pine Grove Cemetery for future design and expansion.

Approved by the Board of Selectmen on November 13, 2018