

6/24 (6)

140

# Memo

**To:** Board of Selectmen  
**From:** Steven L Ledoux, Town Manager  
**Date:** June 19, 2013  
**Re:** Final Results of Goal Setting

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The Board of Selectmen met to set annual goals, utilizing the Nominal Group Technique on June 17, 2013.

Goals were divided into Short Term and Long Term. Short Term being defined as something that can be accomplished within the year and Long Term defined as taking more than one year to accomplish

### SHORT TERM GOALS

1. Town Meeting Improvements, including: Fall Town Meeting for Zoning; Eliminate the Mailing of Town Meeting Warrants; Consider Other Ways to Improve Town Meeting such as Warrant Article Order, Voting Methods, Consideration of Representative Town Meeting (20 Points)
2. Implement Permitting Software and Shorten Permitting Application Processing. (10 Points)
3. (Tie) (6 Points)
  - OML Training and Updates, look at Ways to Effectively Communicate within OML
  - Implement Morrison Farm Plan
  - Finalize Space Needs Study; Commence Working on Senior Center; Vehicle Storage Plan
  - Develop Naming Convention for DocuShare, Develop Web Site Organization Convention, keep Digital Documents Digital and Review Data Storage Needs
4. Continue to Monitor School Regionalization and its impacts on the ALG Process (5 points)
5. Create Voice for Acton Businesses (4 points)

Others receiving points: Develop Zoning 101 for Citizens; Create Board of Selectmen Communication via Social Media; Resolve Polling Locations; Finalize Selectmen's Handbook; Strengthen Selectmen Relationship with Neighboring Towns; Continue to Develop Senior Tax Program; provide Debt Retirement Schedule; Make Decision on Nursing Service by September.

## LONG TERM GOALS

1. Build New Senior Center (17 points)
2. (Tie) (8 points)
  - Build North Acton Fire Station
  - General Zoning Overhaul
  - Develop Long Range Capital Plan
  - Improve Train Station Traffic Flow and Review Shuttle Operation
3. Identify Space Needs and Develop Plan (7 points)
4. (Tie) (6 points)
  - Become Self Sustaining with OPEB
  - Finalize Sewer District Policies
5. Sign Bylaw Review (3 points)

Others receiving points: Implement Kelly's Corner Plan; Reach Affordable Housing Goal;  
Establish Comparison Benchmarks with other Towns

**ITEMS NOT RECEIVING POINTS**

**SHORT TERM**

Value Statement for Town Operations; Improve Participation on Town Boards/ Recognize Volunteers; Succession Plan for Town Manager; Update and Place Selectmen's Policies on the Web; Develop Finance 101; Expedite Conservation Restrictions; Publicize Emergency Communication System

**LONG TERM**

Look at Short and Long Term Opportunities for Regionalization; Complete Rail Trails; Consider Elected Planning Board and Sewer Commission; Develop Three Year Transportation Plan; Develop NARA Plan