



TOWN OF MEDFIELD

Office of the **BOARD OF SELECTMEN**

TOWN HOUSE, 459 MAIN STREET
MEDFIELD, MASSACHUSETTS 02052-0315
(508) 906-3011 (phone)
(508) 359-6182 (fax)

Board of Selectmen

Michael T. Marcucci, Chair
Gustave H. Murby, Clerk
Osler L. Peterson, Member

Kristine Trierweiler

Town Administrator

Nicholas Milano

Assistant Town Administrator

Town Administrator Goals **July 1, 2021 to June 30, 2022**

Goal: Civic Engagement

1. Develop Committee Handbook to reflect most current information on roles and responsibilities of committees and their members
 - A. Provide Educational resources to ensure compliance with applicable laws and regulations
 - B. Continue to improve the effectiveness of committees by ensuring they have updated Charter documents which include direction and purpose
 - C. Provide all committee chairs with Town of Medfield email to improve archival processes
2. Develop Summer Intern Program to be in place for Summer 2022

Goal: Inter/Intra Governmental Operations

3. Identify and advance opportunities for cooperation between Town departments, Medfield School Department, neighboring municipalities, and regional governments as ways to improve services and reduce costs.
 - A. Review feasibility of establishing regional operations with surrounding towns
 - B. Encourage communication and create cross-departmental teams to improve cooperation and coordination of services.

Goal: Grounds and Open Space Maintenance and Improvement Plan Proposal

4. Work with Town Boards and Departments, including DPW, Parks and Recreation, and Conservation to develop a grounds and open space maintenance plan

- A. Update grounds and open space inventory
- B. Identify responsibility for grounds and open space
- C. Prepare maintenance plan for all identified locations

Goal: Long Term Financial Planning

- 5. Establish long term financial sustainability for the Town by adherence to approved financial policies regarding reserve levels, balanced budgets, and capital financing and financial forecasting.
 - A. Capital Budget recommendation for FY2023 to be made to the BOS before September 30, 2021
 - B. Update Financial Policy to include formalized test to measure compliance
 - C. Review current town budgets for “embedded capital”

Goal: Communications

- 6. Increase level of communication between the Board of Selectmen and Department Heads
 - A. Quarterly update reports to BOS from Police Chief, Fire Chief, and DPW Director, other departments as requested
 - B. Semi-annual updates Parks and Recreation, Council on Aging, Outreach
- 7. Identify and improve website navigation to make it clearer to understand and easier to navigate
 - A. Create new “Welcome Section” on website with basic information for new residents to Medfield
 - B. Website audit to remove old committees, archive outdated information, bring more current information front and center
 - C. Town and School Linkage Improved

Goal: Board of Selectmen Policy Updates

- 8. Continue to formalize the policies and procedures of the Board of Selectmen
 - A. Minimum: Car Wash Policy, Flag Policy, Municipal Building/Grounds Use, External Communication policies to be presented to the Board of Selectmen for review
- 9. Recommend and update process for adoption of Personnel Policies

Goal: Labor Relations

10. Initiate and complete collective bargaining sessions prior to the expiration of the contract
 - A. Submission of a fair and reasonable offer to the collective bargaining unit will constitute meeting this goal