

Selectmen's Goal Setting Meeting
July 10, 2007

A Goal Setting meeting of the Board of Selectmen was held Tuesday, July 10, 2007, at 8:30 a.m. in the Selectmen's Meeting Room. Chairman Krieger, Mr. Kelley, Mr. Cohen, Mr. Manz; Mr. Burnell, Mr. Valente, Town Manager; Ms. Vine, Assistant Town Manager; Ms. McLaughlin, Facilitator; and Ms. Pease, Executive Clerk were present.

The Selectmen's objective for this goal setting was to agree on some top priority goals for the next 1-2 years and for everyone to have a common understanding of those goals.

There was considerable discussion on the following goals:

1. Budget Process – schedule, timing of override votes and public communication
 - a. Complete budget by the end of February
 - b. Rehash timing of override votes
 - c. Ad hoc committee look at other practices
 - d. Town and school budget need to be completed at the same time
 - e. Important to continue to educate public all the time, not just when override
 - f. Need discussion with School Committee how to change budget process
2. Balance Budget – no-override years, school-town split, capital allocation
 - a. Look at ways to meet needs (Special Ed) and identify needs early
 - b. Prepare budget that provides realistic services
 - c. Reconsider having overrides only every 3 years; commit to no override the next two years
 - d. Put budget together using 2-year revenue projections
 - e. Consider putting 5% of revenue to capital items
 - f. Discuss school-town split
3. School Financial – budget drivers, quarterly reports, contingency funds
 - a. Commitment of School Committee to give process a chance
 - b. Consider establishing contingency fund – need to listen to School Committee and discuss whether should be general town contingency
4. Joint Facilities maintenance – combine, town-wide planning, PBC workload
 - a. Document expenses
 - b. Keep facilities available for public use without huge cost
 - c. What can be accomplished 1st year; transition to combined in FY2009
 - d. Difficult transition getting two cultures to work as one; staff will be responsible
 - e. Take 3 years to get fully merged; Selectmen will support staff
 - f. Facilities maintenance and DPW building will take a lot of staff time
 - g. Selectmen role on PBC workload is to listen and be supportive
 - h. State procurement mandates put burden on PBC and staff
 - i. Do a LexSelect on issue of mandates

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5. Enhance Commercial Base – redevelopment, zoning, design, financing
 - a. Important part of town; need to grow and redevelop
 - b. Convince Town Meeting to open up opportunities for commercial
 - c. Board needs to discuss and get word out to community – set tone
 - d. Need decision on TIF
 - e. Community communication regarding need for commercial base
 - f. Meet with Planning Board regarding increasing commercial base
 - g. Economic Development task force report to come fall/winter
 - h. Do a LexSelect on what Planning Board can and cannot do
6. Historical Commission – administration, notification and appeals process
 - a. Send notice to community of inventory; selectmen help with costs and staff time
 - b. Selectmen need to take leadership roles and get handle on inventory
 - c. Encourage Historical Commission to get policy changes done
 - d. Historical Commission should come to Selectmen with recommendation for policy changes
7. Social Services – assessment, youth/teens, senior center/services, transportation
 - a. Put committee together to do schematic of programs
 - b. Consultant is looking at zoning, parking, ADA and elevation
 - c. Hire one consultant to do schematic on White House, Stone Building, Munroe and Cary Hall as one project to save money. RFP out late August will tell us what feasible and cost to operate
 - d. Think about need for teen center and/or community center
 - e. Transportation Coordinator to CoA to explain Lexpress routes
 - f. Selectmen want to look at a broader program for all
 - g. Lexington youth forum in Fall then check to see what other communities are doing
8. Community Preservation Act – planning and process, schedule, project management
 - a. Multi-purpose
 - b. Schedule
 - c. Project monitoring
 - d. Encourage Town Meeting and staff to make sure programs/projects get in on time to meet schedule – next deadline is November 1, 2007
 - e. Who handle status of projects
 - f. CPC working on job description for 19 hour per week person
9. Munroe School – capital needs, licensing, future planning
 - a. Complete license
 - b. Consider Waldorf type plan for Munroe
 - c. Check Concord and Arlington to see if that agreement would work in Lexington
 - d. Determine cost to maintain, discuss with Munroe, determine if should be sold.

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10. Budget Planning and Reporting – FPR Committee, metrics, tracking
 - a. Metrics started with Police, learning where we do not have data
 - b. Working with other communities
 - c. Evaluate before start in other departments
 - d. Important to have bench marks on broad scale for management and community
11. Collective Bargaining – guidelines, health insurance percentage
 - a. Work with School Committee to have cohesive schedule
 - b. 3-year contract across the board
12. Stone Building
 - a. Library Trustees need to decide on need for a library in East Lexington
 - b. Have to abide by terms of the will
13. Field Stewardship
 - a. How do fields work in planning
 - b. No plan for Fiske fields and no funds
 - c. Failure to include stakeholders
 - d. Public works maintains fields

The next goal setting session is schedule for Tuesday, July 31, 2007 at 8:30 a.m.

Upon motion duly made and seconded, it was voted to adjourn at 11:35 a.m.

A true record; Attest:

Lynne A. Pease
Executive Clerk