

Task/Goals FY 2007		*(Goals were not formalized by the Board in FY2007, they were incorporated in the Task list)				
Task Item #	Task Description	Complete?	Status As of 10/24/06	As of 11/28/06	As of 1/23/2007	As of 2/20/2007
2007-03	Library Re-use	Completed	Meeting with Tappe tomorrow to discuss reuse and facility study possibilities. Space may be valuable swing space for Town Hall Renovations. Will report suggested course of action on 11/14/2006	The Chief is seeking input from IBPO. Following this a meeting will be set up with the Carroll Group.	Public Safety Committee Established	Appointments made tonight
2007-04	Rockland Ave Re-use		DEP issue needs to be resolved first -- assign to ATA	DEP issue needs to be resolved first -- assign to ATA	DEP Issue Resolved	
2007-05	Federal Public safety Aid through Meehan		Sel. Nadaeu to visit Marty Meehan on this issue on Nov. 14th.	Waiting for Bob to come back with stack of money.		
2007-06	Budget tracking system and reporting	Completed	Budget Timeline established today. Met with VADAR about management reports. Offline budget spread sheet format has been established in my office - all other offices to be completed before January 1st.	Same	Same	Same
2007-07	New Web Site	Completed	Tentative meeting set up for next Tuesday or Thursday for design with rollout after January 1st.			
2007-08	Comcast and Verizon Franchise Agreements and funding	Completed	Waiting to hear back from Verizon	Meeting scheduled with Carol Baribeau Nov 15th -- cancelled -- attempting to reschedule.		
2007-09	Assistant TA Position	Completed	Funding approved, interviews conducted. Determining whether I am ready to present a final selection.	No qualified candidates - need to reinstate process consider higher pay.	Interviewing	Completed
2007-13	Policy/procedure manual	Distributed 2/20/2007	Will assign to ATA	Will assign to ATA	Draft done need to set up meeting	Distributed
2007-14	Annual Review of TIFS	Completed	Non Compliance issue exist with Parker Street and Stratus -- CTP appears to be in compliance. Still researching.	Incorporating in revenue forecasting -- budget process		
2007-15	Update BOS Traffic regs		Still Pending/should be assigned to Development Task Force			
2007-16	CD Plan priorities		TA needs to look for Technical Assistance grants			
2007-18	Develop 2007 goals		<b>*These are added to this list as they were submitted</b>	same		
2007-19	Street Opening Rules and Regs		Meeting with John and Walter should be scheduled tonight -- Tentative date October 30th, 1:00pm	John couldn't make it however - met with Walter portions of summer street, rte 62 to be paved by gas company.		

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2007-20	NSTAR Gas Claim	Completed	Still Pending	see above		
2007-22	New Facilities Study	Funds Reallo	Meeting with Tappe tomorrow to discuss reuse and facility study possibilities. Space may be valuable swing space for Town Hall Renovations. Will report suggested course of action on 11/14/2006	Need to meet with Selectman Nadeau		
2007-25	<i>Water meter follow up</i>	Completed	Several meters are done every two weeks Status report on November 14th.	Pending DPW Audit scheduled to start in two weeks.	Audit complete, new employee being trained with auditor assistance.	
2006-09	129 Parker Street Exaction Strategy	Completed	Not ready in time for STM, attempting to resume negotiations. See TA report for follow up assessment.	Sub Committee Meeting scheduled for November 30th. Still on track to meet December STM	MOA signed, Town Meeting Feb 5th.	
2007-27	<i>Police department staffing review</i>	Completed	Should be incorporated into budget process. At this time, this office sees no need to change staffing structure.	Same	Same	
2006-08	Reassess Building and Grounds Department and move forward accordingly.	Still Pending	Meeting with Library Director on Thursday about his budget. The goal should be to resolve this by January 1st.	Still Pending		
2007-29	<i>Planning /Zoning/Development reorg and staffing</i>	Completed	Two meetings have been held to date. Some very useful information has been provided by Carolyn and Rick. This will be used to compile a preliminary draft policy. We will also try to incorporate recent legislative changes in this area. Warrant article passed.	Still Pending	Working on Staffing with Budget, temp conservation adm hired, need temp planning adm	
2007-30	<i>Status of PB land use and sign ad hoc committees</i>	BOS Completed	There are not enough resources available to address these issues. They should be revisited when Parker Street is complete.	Same	Sent Letter to Town Clerk, PB can appoint	
2007-31	<i>FY05 Town Audit items to be addressed</i>	Completed	Initial meeting held with Melanson and Heath. Town is compiling information in preparation for their arrival.	In process	In process	

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2007-32	License renewals- review for consistent stipulations	Completed	This process has begun with several selectmen taking different types of licenses for review. This process needs to be completed by December. This office will work with BOS to help streamline policy.	Policies have been amended for class II licenses -- others pending	Done	
2007-34	Aged Receivables -- Water and Sewer	Completed	The water and sewer bills were sent out on October 17th. This was the primary objective of all issues associated with aged receivables. Untimely billing is the single biggest contributor to aged receivables. Other factors such as disputed bills and abatements are being worked on over the next two weeks. It is also an audit topic for both firms.	Pending DPW Audit scheduled to start in two weeks.		
2007-35	Sick Time	Ongoing	Assign to ATA	Assign to ATA		
2007-37	Capital Planning Strategy	Ongoing	Plan should marry school, public safety and town hall needs together.	Fluid process, incorporated into budget process -- see capital plan.	Public Safety Committee established	
2007-38	Energy Policy	Ongoing	Still Pending	Still Pending		
2007-39	Study Water Resources/Whites Pond	Ongoing	Funded at STM/RFP process pending	DPAC working on this issue	Developing RFP as of Jan 9th, Hydrological Assessment awarded to EarthTech	
2007-40	Improve Customer Service by....	Ongoing	This can be delegated to Development Task force and TA(Budget Process)	Budget PR working/Dev Task force pending		
2007-41	NStar pole issues	Ongoing	Walter has informed me that he is on this and is in contact with Mike N. and appears to be content with effort	Same		
2007-43	Verizon mitigation-FIOS?	Completed	Waiting on Verizon	Delegated to cable Advisory Committee		
2007-44	White's Pond agreement with Fire Academy	Completed	Meeting pending -- Town Counsel is setting it up.	Meeting pending -- Town Counsel is setting it up.		
2007-45	Review of old Articles	Completed		Still Pending	Still Pending	
2007-46	BY-Law to address delivery hours	Pending			Added from Jan 9th meeting	