

Prioritize		2017 - 2018 BOF Objectives and Initiatives - October 18, 2017	NEXT STEP	NEXT DATE	
(A, B, C)	(1, 2, 3)				
A	1	<ul style="list-style-type: none"> GRANTS - How the Town and BOE are using. 	Andreas presented info received from the FOI requests on 6/21/2017. He suggested the Town and BOE should prepare an annual list of grants that were received in prior FY. Art was in agreement and Rob spoke with Ron about the same. Rob sent e-mail to Ron and Art on 7/28 for 2016-2017 list. Discussion at 8/2 meeting with Maggie as to how to create - she thinks that a report she provides the State in September might work.	October	2017
		<ul style="list-style-type: none"> Communication during off budget season. - continue work done on communicating, informing and educating the voter during the upcoming year. <ul style="list-style-type: none"> Survey Questions <ul style="list-style-type: none"> Start from scratch with different type of questions When and who to work on? Community Engagement - have different groups attend focus group types of meeting in January and February <ul style="list-style-type: none"> Business Leaders (CBA, Service Clubs)? - Seniors? - PTO, C3 - Land use (Agriculture, Open Spaces, Land Trust) Legislators - invite each to attend different meetings - promote to get more taxpayers to attend 	Tom created communication pieces for revaluation, mil rates, grandlist, etc. Reviewed Shrewsbury MA survey and felt a good base to work from. TriBoard Subcommittee to be formed after the election. Include new members to get fresh outside perspective. Rob to contact	Dec	2017
		<ul style="list-style-type: none"> How do we want to communicate? <ul style="list-style-type: none"> Informational Meetings? Web Site TriBoard Discussions What do we want to communicate <ul style="list-style-type: none"> Declining Enrollment, per pupil spending, test results - Graphs forward to BOE <ul style="list-style-type: none"> Fund Balance Policy and History <ul style="list-style-type: none"> (We had a piece previously approved by Board - changes recommended by Maggie were approved) Budget and Tax Rate History <ul style="list-style-type: none"> Revaluation <ul style="list-style-type: none"> Unexpended BOE Fund Balances <ul style="list-style-type: none"> Graph forwarded to BOE Department Fundraising <ul style="list-style-type: none"> People Costs <ul style="list-style-type: none"> Have official document explain benefits package in contracts STEPS: what are they? STEPS: a document stating # staff get contractual increases by increase range 1-2%, 3-5%, 6% and higher 	Links on Art's Weekly Update to new budget communications.		
		<ul style="list-style-type: none"> Graphs and a Budget in Brief <ul style="list-style-type: none"> Review BOF graphs and new ones created on 6/24 by Town staff Choose relevant graphs: how to best create relevant and objective graphs to be included in a "Budget in Brief" Create Budgets in Brief that are similar for BOE and Town Having Budget document showing headcount trends for Town and BoE. 	On the web site: full budget, abbreviate Stated at 4/1 Meeting, would like to see this		
		<ul style="list-style-type: none"> Budget Direction <ul style="list-style-type: none"> Town budget - 2016 - 2017 process - repeat for 2017-2018? <ul style="list-style-type: none"> Approach to budget - present the cost of those items that are ongoing items to determine the cost of maintaining current Have departments prioritize new initiatives and assign cost/benefit to each separate from the above. Connecting the continuing current services with a dollar amount and % increase. There was a lot of confusion what New initiatives" calculated separately to see impact on the mil rate. This would also produce the impact on the mill rate if current services were continued (maintained) Also if spending were the same as last year, what would mill rate be? 	Agreed for 17/18 Library Youth Services Fire Department	15-Nov	2017
		<ul style="list-style-type: none"> ENERGY PROJECT - Using what we save above lease payments - absorb into operating budgets or capital projects? <ul style="list-style-type: none"> Create policy as to what lease payments will be used for when they expire in XX/XX/20XX. 	Will ask Jim to present annual audit in October or November	6-Dec	2017
A	1	<ul style="list-style-type: none"> HEALTH INSURANCE FUNDING - establish a new policy for calculating annual funding and reserve requirements. <ul style="list-style-type: none"> Revise formula to minimize year to year volatility Create policy - no official funding policy has been adopted in writing 	Meeting with Lockton held on August 10, Maggie reviewed at September 6 meeting.	6-Dec	2017
		<ul style="list-style-type: none"> BOF: Powers, Responsibilities, Expectations, Limitations 		6-Dec	2017
A		<ul style="list-style-type: none"> BYLAWS REVIEW 	last updated October, 2016	6-Dec	2017
		<ul style="list-style-type: none"> BUILDING REPAIR/MAINTENANCE/REPLACEMENT <ul style="list-style-type: none"> Update Funding Plan for the Schools and Town Buildings Plans <ul style="list-style-type: none"> Determine annual funding amounts over the next 5 years Update Current Equipment Reserve Plan <ul style="list-style-type: none"> Heavy Apparatus - it was proposed we factor in as lease purchases (fire engines, ambulances, etc) 	11/18/2015 - Jim P. and Ken Jackson presented updated plan Added to the Reserve Plan	6-Dec	2017
		<ul style="list-style-type: none"> SCHEDULE LOCAL NEW MEMBER ORIENTATION 	Maggie presented updated plan on 1/20/2017	6-Dec	2017

