

Other Departments/Administration Action Items
(Including Emergency Management, HR, Information Technology, Town Clerk)

Priorities: Immediate (I)=within 1 year; Short-Term (ST)=1-3 years; Mid-Term(MT)=3-5 years; Long-Term(LT)=5-10 years
NOTE: Priorities may have two time frames and they may start in the shorter time frame, but take longer to complete.

#	Goal Actions	Primary Entity	Subentity(ies)	Evaluation Metrics	Priority	Status July 2022	Comment	Status Nov. 2022	Comment	Status Mar. 2023
G1-26	Identify and encourage conditions that attract and support Black, Indigenous, and People of Color population.	Selectboard	Administration, All entities	Process for identifying issues concerning BIPOC population and for monitoring the experience of Town services across all demographics. Process for identifying challenges and addressing them. Change in Town demographics. Change in diversity of people participating in civic life.	ST/MT			See Admin chart		See Admin chart
G1-31	Foster Town engagement with college/university personnel and consultants to provide special expertise.	Administration	Other entities as appropriate	Number of personnel used. Type and effectiveness of services provided.	ST, MT, LT			See Admin chart		See Admin chart
G2-16	Inventory and preserve archives at the Town of South Hadley Library and the Old Firehouse Museum.	Historical Commission	Town Clerk's Office	Date connections made. Number and type of actions undertaken. Number of documents preserved.	LT			The Library is doing this.		The Library is doing this.
G4-1	Create working groups of staff and committee and board members to meet regularly around common priorities to identify and work together toward shared objectives.	All boards, committees, and departments	Administration, Selectboard	Date working group created. Number of shared priorities identified. Number of group actions being pursued. Number of actions completed.	ST			See Admin chart		See Admin chart
G4-5	Provide professional development for all departments and committees as appropriate to improve skills in website content development and presentation.	Administration	All departments	Date provided. Number of participants.	ST/MT			See Admin chart		See Admin chart
G4-8	Create a central resource directory on the Town website for all listing and linking to all current plans, reports and key data.	Administration	All boards, committees, and departments	Date resource created. Relevance of information provided. Use of information.	ST/MT			See Admin chart		See Admin chart
G4-21	Procure portable road signs for emergency use.	Health Department	Emergency Management Director	Number of times used. Locations at which signs placed. Feedback.	ST			The town has 5 signs		The town has 5 signs
G4-22	Post articles in area newspapers, Town's website and social media.	All boards and committees		Number of articles posted. Number of responses or other feedback.	ST/MT			See Admin chart		See Admin chart
G4-23	Focus on ways to improve the on-boarding process for new employees.	HR/Administration		Feedback from participants.	ST/MT			See Admin chart		See Admin chart
G4-24	Look at ways to coordinate services with the School Department's Human Resources.	HR/Administration	School Department	Changes in coordination of services. Amount of time and/or money saved.	ST/MT	NO INFORMATION PROVIDED		See Admin chart		See Admin chart
G4-26	Work with boards, committees, and departments to develop a progress "dashboard" that the public can see.	Master Plan Implementation Committee	Administration, Information Technology	Date dashboard identified. Date dashboard approved. Date dashboard installed.	ST/MT			See Admin chart		See Admin chart
G4-27	Work with boards, committees and departments to identify baseline data for impact evaluation and standard metrics, as appropriate.	Master Plan Implementation Committee	All boards, committees, and departments	Date baseline data identified. Schedule for collection of baseline data. Date(s) data collected.	MT			See Admin chart		See Admin chart
G4-28	Work with boards, committees, and departments to monitor progress towards goals using metrics recommended in this Master Plan Update, as appropriate.	Master Plan Implementation Committee	All boards, committees, and departments	Identify schedule and process for monitoring. Feedback from boards etc. as to usefulness. Dates of progress updates to Selectboard, Planning Board, and Town Meeting.	MT/LT			See Admin chart		See Admin chart
G4-29	Work with Town Administrator, Planning Board and Selectboard to determine whether there are additional reporting mechanisms that should be put in place, for example to flag an urgent issue.	Master Plan Implementation Committee	Administration, Planning Board, Selectboard, All Departments	Date additional reporting mechanisms identified. Number of users. Feedback on effectiveness.	ST/MT			See Admin chart		See Admin chart
G4-30	Update Police page on Town's website to include more relevant information.	Police Department	Information Technology	Date page updated. Date(s) of future updates. Number of users. Feedback from users.	I			See Police chart		See Police chart