

**DEPARTMENT OF PUBLIC WORKS ACTION TASKS**

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
G1-19	Create a plan for locating outdoor gathering spaces and seating, and advocate for public outdoor seating/areas as a priority in all new business and housing projects. Develop and maintain a master map of all outdoor seating and gathering areas.	Planning & Conservation Department	Bike/Walk Committee, Commission on Disabilities, Conservation Commission, <b>Department of Public Works</b> , Planning Board	Number of gathering/seating areas created. Distribution of areas throughout town.	ST/MT	Have reached out to a couple of communities that have programs in place for adopt a bench programs. Need to talk about the how, where,who, funding
G1-21	Support traffic calming measures in permitting for new projects and municipal roadway improvements.	Police Department	Planning & Conservation Department, <b>Department of Public Works</b>	Number and types of traffic calming devices.	ST	Always looking for cost effective ways to achieve this goal, Lyman St project is using this and will be a good gauge for the future
G1-26	Identify and encourage conditions that attract and support Black, Indigenous, and People of Color population.	Selectboard	Administration, <b>All entities</b>	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	
G1-31	Foster Town engagement with college/university personnel and consultants to provide special expertise.	Administration	<b>Other entities as appropriate</b>	Number of personnel used. Type and effectiveness of services provided.	ST, MT, LT	
G2-13	Work with other Town entities to create and implement a plan to maintain viewsheds that currently exist.	Planning & Conservation Department	<b>Department of Public Works</b> , Historical Commission, Tree Committee and Tree Warden	Date plan approved. Number of views maintained.	MT	Do not have staff time to dedicate t this at this time
G2-25	Coordinate resources for protection against wildfire, given climate change such as physical improvements as well as public education.	Fire Districts #1 and #2	Conservation Commission, <b>Department of Public Works</b> , Planning Board, Police Department, Tree Warden	Date of inventory of current policies re: management of forest lands, resource sharing, regional coordination, emergency protocols. Date new policies adopted. Impact of new policies.	ST/MT	
G3-3	Develop an urban forestry plan for public shade trees, including a management plan to improve the health of existing shade trees and a plan to increase the urban forest canopy.	Planning & Conservation Department	<b>Department of Public Works</b> , Tree Committee, Tree Warden	Date plan developed. Date plan adopted. Number of trees planted. Change in health for each tree.	ST/MT	tree wardens have reached out to peers for recommendations on firms and budget numbers to request funding to have a vendor do an inventory
G3-4	Assess tree health; prune or remove hazardous trees.	Tree Warden	Tree Committee, <b>Department of Public Works</b>	Number of trees removed. Number of trees replaced.	ST/MT	Trying to keep up with requests with a limited budget, a backlog that was inherited. Trying to see if this is really feasible with dpw staff trying to split time with a limited staff
G3-34	Attend relevant meetings of Conservation Commission, Planning Board, the Bike/Walk Committee and other Town committees.	Tree Committee and Tree Warden	<b>Department of Public Works</b>	Number of meetings attended. Identified outcomes (e.g. shared information, joint projects).	I	Attend as needed
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.	<b>All boards, committees, and departments</b>	Administration, Selectboard	Date working group created. Number of shared priorities identified. Number of group actions being pursued. Number of actions completed.	ST	

G4-4	Improve inter-departmental communications within the municipality and to the public.	Administration	<b>All departments</b>	Number and types of communications. Feedback from residents and business owners.	ST/MT	
G4-5	Provide professional development for all departments and committees as appropriate to improve skills in website content development and presentation.	Administration	<b>All departments</b>	Date provided. Number of participants.	ST/MT	
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	<b>All boards, committees, and departments</b>	Date resource created. Relevance of information provided. Use of information.	ST/MT	
G4-27	Work with boards, committees and departments to identify baseline data for impact evaluation and standard metrics, as appropriate.	Master Plan Implementation Committee	<b>All boards, committees, and departments</b>	Date baseline data identified. Schedule for collection of baseline data. Date(s) data collected.	MT	
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	<b>All boards, committees, and departments</b>	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	
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, <b>All Departments</b>	Date additional reporting mechanisms identified. Number of users. Feedback on effectiveness.	ST/MT	