



Lynnfield
MASSACHUSETTS

**Strategic Planning Committee
Fourth Meeting
February 21st 2019**



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MASSACHUSETTS

Strategic Planning Committee





Strategic Planning Committee Meeting

TOWN OF LYNNFIELD

Board/Committee Name: Strategic Planning Committee

Day/Date: Thursday, February 21st, 2019

Time of Meeting: 7:00 PM

Location: Town Hall, The J. Maney Room / Selectmen's Room

AGENDA

- Review the Seven Strategic Goals
- Meeting with John Tomas, Director of Public Works
- Meeting with, Recreation Commission, Matt Monkiewicz and Rich Sjoberg
- Set Agenda for next meeting
- Review of Milestones and Future Meeting Dates.
 - Next Meeting, proposed for, March 21st, 2019
- Next Steps/Homework for Next Meeting
- Public Comment
- Adjournment

Where to find us; Lynnfield Home Page

Strategic Planning Committee

1. Lynnfield Home Page

2. Boards and Commissions

3. Strategic Planning Committee

a. Meeting Schedule (Example: Every Other Month, First Thursday of the Month)

b. Meeting Agenda and minutes

c. Slides Presentations

d. Working Projects

The screenshot shows the official website of the Town of Lynnfield, Massachusetts. The header features the town's seal on the left, the name "Lynnfield MASSACHUSETTS" in the center, and a search bar and home icon on the right. Below the header is a navigation menu with links for "About Lynnfield", "Departments", "Boards & Commissions", and a "FIND IT FAST" button. The main content area is a large banner image of a "LYNNFIELD Welcomes You" sign in a garden. Below the banner is a row of six circular icons representing "Online Payments", "Forms & Documents", "News & Notices", "Town Calendar", "Subscribe to Alerts", and "Town Videos". At the bottom, there is a "Send Us COMMENTS" button, a "QUICK LINKS" section with links to "Town Phone Directory", "Minutes & Agendas", "Financial Transparency", "Charter and Bylaws", and "Instructions on Locating Posted Meeting Notices", and a "CODE RED Emergency Notification System" logo. The footer contains the town's address, office hours, and links for "Employee Intranet", "Website Disclaimer & Privacy Statement", "Government Websites by CivicPlus @", and "Login".

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Town of Lynnfield, 55 Summer St., Lynnfield, MA 01940

Town Office Hours: Mon-Thur 8:00am - 4:30pm Friday 8:00am - 1:00pm

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Establishing Priorities

Identifying highest priority goals ensures that these are the focus for the Town. The SPC recognizes that the Town may work towards goals of different priorities simultaneously but advises the Town to consider how pursuing other goals will affect achieving the priority goals in terms of the dedication of resources. Working towards the nine goals of the Strategic Plan will be incremental. This report will serve as a semi-annual report and will be maintained by the Staff Planner for the SPC to track the progress of each project or initiative. Within each priority is a gray box: When an item is completed it would be recorded in the gray box in each priority section, and another project or initiative from the Strategic Plan list of actions would be added to this list for the Town to work on. This based from Guidance from the Town Selectmen, Boards & Commission, Departments, Citizens. This will be posted on the Town's Website.

Lynnfield Strategic Plan Goals

Goal #	Description	Priority
1.	Renew and finance critical town infrastructure (A thru F) (new G, H, and I)	1
2.	Increase Participation in Town Government	3
3.	Maintain and develop a strong business community	2
4.	Improve the health of and access to Lynnfield Natural Beauty and Resources; Increase the amount of protected land in Lynnfield	2
5.	Expand the range of recreational opportunities and assets	2
6.	Cemeteries Plans to meet the towns needs for the next 40 years	1
7.	Out Sourcing	3

This semi-annual report will be updated and reviewed by the SPC at their monthly/quarterly meetings. It will be available to the public through the SPC webpage (link to Strategic Planning Committee webpage). The SPC meetings are public meetings and attendance and participation is encouraged.

Establishing Priorities [Draft]

Lynnfield Strategic Plan Goals

Goal #	Description	Priority		
		1	2	3
1.	Renew and finance critical town infrastructure (A thru F)	x		
2.	Increase Participation in Town Government			x
3.	Maintain and develop a strong business community		x	
4.	Improve the health of and access to Lynnfield Natural Beauty and Resources; Increase the amount of protected land in Lynnfield (A and B)		x	
5.	Expand the range of recreational opportunities and assets		x	
6.	Cemeteries Plans to meet the towns needs for the next 40 years	x	x	
7.	Out Sourcing			x

Comments

1. Do we break Goal #1 into more categories of priorities?
 - a. Is there to many priorities listed under current goal #1? (Keep “infrastructure” as one common goal), see slide #9.
2. Do we have any new priorities we want to add or delete?

GOAL ONE: Renew and finance critical Town infrastructure by building a new Public Safety Facility (Police and Fire), Town Hall improvements, updating the High School and renovating the Elementary Schools as needed, replacing old water system components (complaints about the water system and its reliability); build a new Library/youth center/conference center;

Ensuring that our Town facilities and infrastructure meet the needs of Town residents, businesses and personnel is important to the Town's long-term prosperity. It has long been the case that facilities for our Police and Fire Departments have been in disrepair, a finding again reiterated by the Public Safety Committee's recent report on the subject. To enable high-quality public safety services, the Police and Fire Departments need a new home. Similarly, the Lynnfield School Superintendent / Committee has identified the need to address deficiencies in the High School, the Middle School and its elementary schools within the next five to ten years and has already begun the process of working with the State School Building Assistance program to access state loans to enable such work. The Town's water infrastructure is also aging and over time will need replacement to reduce leaks, provide consistency and maintain water quality.

To achieve this goal, the Lynnfield SPC recommends the Town take the following actions:

- a) Develop a plan for building/rebuilding the Town's public safety facility, including the means of financing such improvements.
- b) Develop a school reconstruction plan with Lynnfield, including financing, for renovating the Lynnfield Schools
- c) Lynnfield Water District water supply is augmented by MWRA
- d) Look at what building improvements are need for the Town Hall
- e) Look at a combination Library/youth center/conference center for the town
- f) Maintaining and Up Keep of the Town's most Famous and Historical Building

Goal #1 Renew and Finance Critical Town Infrastructure

Priority 1

- Build a new Library **(F)**
- Public Safety Building **(A)**
- Education System Infrastructure **(B)**
- Town Hall Improvements **(D)**
- Town Meeting Hall on the Common **(E)**
- Lynnfield Water District; **(C)**

New from last meeting:

- Repair / Build new Sidewalks **(G)**
- Roadway infrastructure (Summer Street, in conjunction with new water pipe line). Transportation Improvement Program, 7-9 years **(H)**
- Old Library as a new Youth Center, or Town Administration Offices **(I)**

Goal #1 Renew and Finance Critical Town Infrastructure (Cont)

Priority 1

Education System Infrastructure (B)

Renovations at the High School, Middle School and Elementary Schools as needed to maintain the Town's State rating as a school system. Expand the buildings capability/capacity to meet the needs for 2021

- Do we need to add more classrooms for an increase of students that are identified at the early primary school level



Goal #1 Renew and Finance Critical Town Infrastructure (cont)

Priority 1

- ❑ Build a new Library (**F**) that incorporates with the Library; a Youth Center, and Conference Center for all of the Town's Citizens



Notes from the Meeting

➤ Discussion Points:

- Media Campaign in local Newspapers on priorities

➤ Changes:

➤ Follow-ups:

➤ Near Term Suspense:

