| Project/Issue/Action Item | Date Initiated | Last ActionDate | TargetedCompletionDate | Assigned To | Notes | Actions Taken To Date/Actions Required |
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| BOS FY 2019 Goals | annual | 4/23/18 | 4/23/18 | BOS | Updating policies and procedures; adopting best practices | BOS approved goals at 4/23 meeting |
| Town Administrator FY 2019 Goals | annual | 5/14/18 | 5/14/18 | T.A. | Derived from BOS goals | BOS approved goals on 5/14. Goals incorporated into projects/issues document. |
| Dept. Head FY 2019 Goals and Mission Statement | annual | 6/18/18 | 7/16/18 | T.A. | Goals to be shared with TA, BOS | Dept. heads submitted and approved. Dept. heads to be asked to prepare review of fees with comparable community data. |
| Department Head Quarterly Reports to BOS  | annual | 10/10/18 | ongoing | T.A. | Police, Fire, DPW to make reports in Sept., Jan., March, June. Other dept. heads will attend as directed. | School safety presentation from Police, Fire, DPW to be scheduled for Nov. 5 meeting. |
| Consolidated Working Budget Document | 2/27/17 | 9/26/18 |  | T.A. |  | Three-year budget projection presented to BOS, Fin Com, School Com. Meeting with dept. heads week of 10/15 |
| Department Head Annual Performance Evaluation | annual | 10/10/18 |  | T.A. | Formalize policy and proceduresAttaining goals directly impact compensation  | DPW, Police, Accounting and Fire complete. Process on town clerk, assessing director and Senior Center director begins with self-assessment. |

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| Financial Transparency | 2/27/17 | 7/16/18 |  | T.A., Town Accountant |  | Public awareness of availability needs to be increased via tax bills and social media.  |
| Community Compact | Annual | 9/26/18 |  | T.A. | New projects should be chosen annually. | Grant applications for emergency management planning, recycling and waste stream reduction submitted to state. |
| Relocating DPW | 2/27/17 | 8/20/18 | Long-term | T.A. |  | TA in ongoing discussions with counterparts in Wakefield and Reading to discuss possible use of Camp Curtis Guild. |
| Town Strategic IT Improvement Plan | 2/27/17 | 9/12/18 |  | T.A. | Town technology plan needed | 14 new workstations for Town Hall are installed. Wireless service proposals for municipal buildings and switch upgrades work underway, as are counter stations for CC payments in clerk and treasurer offices. School IT personnel assisting Town Hall on IT issues. |
| Perley Burrill | 2/27/17 | 9/12/18 |  | Town Counsel, Town Engineer |  | Coppola & Coppola to prepare sale of land via auction with agreed-upon conditions and will coordinate scheduling of and publicity for auction with TA office. |
| Recreation Path Committee | 2/27/17 | 9/26/18 |  | T.A. |  | DOR and National Grid meeting before 25% hearing date is set. Dept. of Transportation to 25% completion hearing requires 60-day notice, most likely after Jan 1. |

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| Perry Ave. AreaFlooding Issue | 2/27/17 | 10/10/18 |  | T.A., Town Engineer |  | MBTA contractor to resume project, halted due to high water level at culvert location, on Oct. 15, depending on weather. |
| Summary of Streets Impacted by Flooding Issues (Ledge Road, Wood Road, Hawkes Brook, etc.) | 2/27/17 | 9/26/18 |  | T.A., DPW | Longbow work is complete | Drainage issues, including “wood” roads, Ledge/Canterbury, Hawkes Brook. Funding options, including FEMA Hazardous Mitigation grant, being considered. |
|  Strategic Planning Committee | 6/4/18 | 9/26/18 |  | BOS, T.A. |  | Initial meeting held on September 20. Plan of action being developed. |
| King Rail Clubhouse | 2/27/17 | 9/12/18 |  | T.A. |  | Golf Dept. developing new list of capital priorities. |
| Fields & Parks Renovation Projects  | 2/27/17 | 9/12/18 |  | T.A., DPW & Bourque |  | Grand opening at LMS complex held Sept. 9. |
| Senior citizen tax relief | 2/26/18 | 4/30/18 |  | SCAC |  | SCAC appointed, is studying tax relief options. TA discussing Reading model with officials in that town. |
| School Enrollment and Capacity Exploration Committee | 2/26/18 | 10/10/18 |  | BOS |  | Meeting on Tues., 10/16 at School Admin. Office, 730 pm. Don Kennedy of NEASC to present findings on enrollment projections. |

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| Sagamore golf course development | 2/26/18 | 8/20/18 |  | T.A., boards and departments |  | Mitigation agreement being finalized. Town meeting did not approve rezoning on 4/30. |
| Wills Brook development | 2/26/18 | 4/30/18 |  | T.A., boards and departments |  | Town meeting referred matter to Planning Board for further study on 4/30. |
| School safety issues | 3/20/18 | 10/10/18 |  | BOS, Police and Fire Chiefs, DPW, School Dept. | Presentation of school safety for BOS planned for upcoming meeting. | New locks and doors installed at all four schools. ID access card system under review and funds for implementation sought at Oct. 15 town meeting. |
| Complete Streets program | 9/26/18 | 9/26/18 |  | T.A., DPW, Town Engineer |  | BOS adopted policy, and application sent to state for response. |
| Summer Street TIP project | 9/26/18 | 10/10/18 |  | T.A., DPW, Town Engineer |  | Third community input meeting scheduled for November 1 at 7 p.m. oat LHS auditorium. Summer Street residents to be notified by mail next week. |

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| COMPLETED PROJECTS |  |  |  |  |  |  |
| Sale of Center Farm |  |  |  |  |  |  |
| Longbow drainage |  |  |  |  |  |  |
| 10-year CAPEX plan |  |  |  |  |  |  |